

Thomas O. Forslund, Director

Governor Matthew H. Mead

Policy Title:	Acceptable Use of Information Systems
Policy Number:	AS-013
Effective Date:	July 1, 2013
Approval:	Thomas O. Forslund, Director Thomas O. Forslund, Director

Purpose:

This policy establishes acceptable use of state-owned or maintained information systems, including, but not limited to, networks, printers, e-mail, and Internet.

Scope:

This policy applies to all Wyoming Department of Health (WDH) workforce.

Definition(s):

Information system means an interconnected set of information resources under the same direct management control that shares common functionality. A system normally includes hardware, software, information, data, applications, communications, and people.

User means a person or entity with authorized access.

Policy:

1. General

- a. State-owned information systems are intended for WDH business. Personal or incidental uses of such systems shall conform to this policy.
- b. State-owned information systems are the property of the State of Wyoming and are subject to its control. WDH owns all information contained within state-owned information systems.

2. Prohibited uses of state-owned information systems

- a. Users shall not use state-owned information systems for:
 - i. Activities which violate federal or state law, such as:
 - A. Introducing a virus.
 - B. Copyright infringement.
 - C. Disclosure of confidential materials.
 - D. Stalking or other forms of harassment.
 - ii. Activities which may compromise the security of such systems, such as:
 - A. Sharing passwords.
 - B. Opening or forwarding junk mail.
 - iii. Internet activities that would reflect negatively on WDH or its staff, such as:
 - A. Publishing personal content to the Web.
 - B. Participating in personal chat rooms.

3. Limited, permissible uses of state-owned information systems

- a. Users may use state-owned information systems for personal use, if such uses:
 - i. Are minimal.
 - ii. If questionable, are approved by a supervisor.
 - iii. Do not overburden the state's information system resources.
 - iv. Are not prohibited by law or policy.

Contacts:

De Anna Greene, CIPP/US, CIPP/G, CIPP/IT, WDH Privacy/Compliance Officer, (307) 777-8664 Tate Nuckols, JD, WDH Security Officer, (307) 777-2438

Policies:

AS-008 and S-001b; Enforcement, Sanctions, and Penalties for Privacy and Security Violations AS-009 and S-006a; Report and Response to Privacy Violations and Security Incidents AS-010; E-mail, Facsimile, and Printer/Copier/Scanner Machines S-005b; Protection from Malicious Software S-012; Workstation Use and Security S-024; Privacy Threshold Analysis and Privacy Impact Assessment

References:

45 CFR § 164.304 45 CFR § 164.306 45 CFR § 164.308 45 CFR § 164.310 45 CFR § 164.312 45 CFR § 164.530

Training: