

Information Technology Policy And Agreements

Policy Number:	TEC-100
Effective Date:	Approved by the Eastern Washington State Historical Society (EWSHS) Board of Trustees on November 3, 2021
Application:	Applies to all employees, volunteers, and contractors of the EWSHS
History:	This policy updates and renumbers BP #140 dated January 2017. BP #140 replaced HR #140.

Article I PURPOSE

- 1.1 Outlines your responsibilities as a user of all EWSHS technology resources.
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Article II GENERAL

- 2.1 Employees cannot expect privacy in their use of any State technology systems, whether that use occurs in the conduct of official duties or is for personal use. In addition, employees cannot expect privacy on their personal devices if they are conducting State business.
- 2.2 Do not disclose confidential information you may have access to, to unauthorized people. (Worker home phone numbers or addresses, visitor information, donor information, etc).
- 2.3 Do not remove any copiers, printers, phones, faxes, computers and audio visual equipment from the EWSHS without approval from your supervisor.
- 2.4 Do not use copiers, printers, phones, faxes, computers and audio visual equipment for personal business use.
- 2.5 Do not use copiers, printers, phones, faxes, computers and audio visual equipment for any political activities.
- 2.6 Limited personal use of copiers, printers, phones, faxes, computers and audio visual equipment is permitted provided use:
- 2.6.1 Results in little or no cost to the EWSHS;
 - 2.6.2 Is infrequent;
 - 2.6.3 Is brief in duration;
 - 2.6.4 Does not interfere with the performance of any state officer's or employee's official duties;
 - 2.6.5 Does not compromise the security or integrity of EWSHS property, information, or software
 - 2.6.6 Is not for the purpose of conducting an outside business, in furtherance of private employment, or to realize a private financial gain; and

2.6.7 Is not for supporting, promoting the interests of, or soliciting for an outside organization or group.

2.7 If you are not sure that what you plan to do with any equipment or resource is allowed under EWSHS policy, ask your supervisor **BEFORE** using the equipment or resource.

Article III COMPUTERS

3.1 Your logon name and password is your own, do not share it with anyone.

3.2 Your password must be as secure as possible. It must contain at least one number, at least one upper case letter and one lower case letter. Ideally it will use at least one special character (!@#\$%^&*). It must be at least 6 characters long. Think “passphrase” rather than “password”.

3.3 Do not download anything from the internet without pre-approval from your supervisor and our IT Services contractor.

3.4 Do not install any software of any type without pre-approval from your supervisor and the IT Services contractor.

3.5 Do not alter, tamper, or otherwise modify or cause modification of any EWSHS equipment.

Article IV INTERNET

4.1 Internet access is a privilege, not a right and can be revoked at any time.

4.2 Only access information pertinent to the EWSHS’s mission and your employment.

4.3 Unless prior approval is obtained from your supervisor, only access information at no cost to the EWSHS.

4.4 Do not download or install anything from the internet without pre-approval from your supervisor and the IT Services contractor.

4.5 Do not use the Internet for any unlawful purpose, including transmission of any content that is sexually explicit, libelous, invasive of privacy rights, or advocates violence, bigotry, or bias based on race, color, religion, ancestry, national origin, gender, sexual orientation, or physical or mental disability.

4.6 Do not use remote access to access any data and/or networks to which you do not have prior authorization to access. (No hacking into any systems.)

Article V EMAIL

5.1 If you are given a EWSHS email account, access to and use of the email account is a privilege, not a right and can be revoked at any time.

- 5.2 Do not use email for:
 - 5.2.1 Sending or forwarding e-mails that contain inappropriate content that includes libelous, defamatory, offensive, racist, obscene, or pornographic content.
 - 5.2.2 Discriminating against or harassing another person.
 - 5.2.3 Supporting, promoting or soliciting for an outside organization unless authorized by the “CEO” or “Development Director” and permissible by law.
 - 5.2.4 Forging or attempting to forge e-mail messages.
 - 5.2.5 Conducting or supporting an outside job or business.
 - 5.2.6 Commercial use, such as advertising, selling, and promoting that is not related to official duties.
 - 5.2.7 Campaigning or political use.
 - 5.2.8 Forwarding chain e-mails, junk mail, and jokes.
 - 5.2.9 Sending or forwarding mass mailings not related to official EWSHS business.
 - 5.2.10 Conducting activities prohibited by state laws and rules.
 - 5.2.11 Engaging in actions that violate any EWSHS policy.

Article VI WIRELESS

- 6.1 For convenience and productivity, the EWSHS is now offering wireless networking capabilities. There are three broadcasting networks for utilization, and the acceptable use for each is defined below:
 - 6.1.1 NMAC – Guest: This should be utilized by guests and contractors at EWSHS. Standard acceptable usage for Internet services apply and any misuse may result in penalty. All activity is logged.
 - 6.1.2 NMAC – Employee: This should be utilized only by employees of the EWSHS. This network is for any personal devices such as cell phones, laptops, tablets, and any other form of BYOD (Bring Your Own Device) item. All standard acceptable usage for Internet services apply and any misuse may result in penalty. All activity is logged.
 - 6.1.3 NMAC – Secure: This should be utilized only by devices owned by the EWSHS. This network is secured to be a part of the local network and has access to the same resources as wired connections. All access attempts are logged and any violation of acceptable usage policy (i.e, a BYOD device is found to have been used or attempted to have been used) may result in penalty. All activity is logged.

Article VII IM (INSTANT MESSENGER)

- 7.1 The use of Instant Messenger is prohibited on all EWSHS resources (computer, cell phone, etc).

Article VIII PENALTY FOR MISUSE

- 8.1 Misuse of EWSHS resources may result in termination of privileges, disciplinary actions, and/or possible employment termination. If you are unsure of what you are about to do at any time, ask your supervisor.

References that apply to this policy

WAC 292-110-010	

**Information Technology Code of Ethics &
Information Security Policy Agreement**

User Name (Printed): _____

I, the user named above, agree to take all reasonable precautions to assure that EWSHS internal information, or information which has been entrusted to EWSHS by third parties (such as customers, members and donors), will not be disclosed to unauthorized persons. At the end of my employment or contract with EWSHS, I agree to return to EWSHS all information to which I have had access in order to do my job. I understand that I am not authorized to use this information for my own purposes, nor am I at liberty to provide this information to third parties without the express written consent of the internal EWSHS manager who is the designated information owner.

I have access to a copy of the EWSHS "Information Security Policies" and "Information Technology Code of Ethics". I have read and understand these materials, and I understand how they impact my job. As a condition of continued employment at EWSHS, I agree to abide by these policies. I understand that my non-compliance of these policies will be cause for disciplinary action, up to and including system privilege revocation and/or dismissal from EWSHS, as well as criminal or civil penalties if applicable.

I agree to choose a difficult-to-guess password as described in the EWSHS Information Security Policies document. I agree not to share this password with others, and I agree not to write the password down unless it has been transformed in an unrecognizable way.

I agree to promptly report all violations or suspected violations of information security policies to the my supervisor or the Executive Director.

User Signature

Date

Supervisor Signature

Date

Supervisor Name (Printed)

**MAC/EWSHS
Internet Usage Agreement**

User Name (Printed): _____

In order to perform my responsibilities as an EWSHS employee, I am requesting access to the Internet while on the EWSHS Local Area Network (LAN).

By signing this Internet Usage Agreement, I am affirming that I have read the "Use of Information Technology Resources" policy and understand the requirements and prohibitions and agree to abide by these conditions:

- I will only access information pertinent to the agency's mission and my employment.
- I will only access information at no cost to the agency unless prior approval from my supervisor is obtained.
- I will not use the Internet for any unlawful purpose, including transmission of any content that is sexually explicit, libelous, invasive of privacy rights, or advocates violence, bigotry, or bias based on race, color, religion, ancestry, national origin, gender, sexual orientation, or physical or mental disability.
- I will not use remote access to access any data and/or networks to which I do not have prior authorization to access.
- I will not alter, tamper, or otherwise modify or have modified any EWSHS equipment used to provide remote access to the network.
- Internet access will be used according to WAC 292-110-010.
- Management may adjust access opportunities and requirements as necessary for maintenance of electronic systems and to ensure the proper business use of electronic communication.
- Misuse of the Internet may result in termination of privileges, disciplinary actions, and possible employment termination as well criminal or civil action.

User Signature

Date

Supervisor Signature

Date

Supervisor Name (Printed)