



Computer equipment, telephones, fax machines and other electronic tools are provided for official state business purposes. Employees are encouraged to fully utilize this equipment to carry out their duties. KDADS acknowledges that these tools/equipment are a valuable and acceptable means for professional and personal development, provided they are not misused.

Employees are responsible for protecting their computers from being used inappropriately by someone else. Employees will be held accountable for the inappropriate use of their computers by others unless they can demonstrate they took reasonable care to safeguard against such access.

K.S.A. 21-3755 details with computer crime, computer password disclosure and computer trespassing. The website address at which employees can find the statute is http://kansasstatutes.lesterama.org/Chapter_21/Article_37/21-3755.html. Employees are expected to understand and comply with the requirements of this law.

As a condition of continuing employment, all employees are expected to report to their supervisor any misuse and/or unauthorized use of state equipment. Because of the potential damage that could result, all employees are to immediately report to the KDADS Help Desk at 785-296-4987. For 24/7 facilities the security office or local appointing authority should be considered when any instance in which computer security may be breached. Employees are to follow-up reports to the Technology Support Center with a report to their supervisor.

Any use of this equipment for personal reasons should be limited. State equipment shall not be used to facilitate inappropriate personal behavior or to conduct activity related to a personal enterprise. Employees are expected to be able to distinguish between the “appropriate” and “inappropriate” use of this equipment. The following examples of inappropriate use do not represent an exhaustive list of infractions or violations.

In general, employees shall not use any of this equipment for excessive personal use; to conduct personal business enterprise; for gambling or sexual activities; or any illegal activity; for any purpose that would violate the standards of professional conduct explained in KDADS policy 3.8 Employee Conduct of the Employee Policy Manual; or for personal purposes when doing so causes KDADS to incur monetary charge (example - long distance calls), or jeopardizes the security of KDADS information. It is inappropriate to use any of this equipment for personal use when it hampers the ability of others to access any resources necessary for business purposes (example- causes network congestion), it introduces malicious code to the agency computing

environment (example computer viruses introduced by chat or messaging clients, personal email accounts, peer to peer sharing software, or downloading and installing software to your computer).

The personal use of the telephone, computer equipment or the fax machine is considered excessive when it interferes with assigned work responsibilities and impacts an employee's ability to appropriately manage his/her work responsibilities in a timely manner.

Additionally, inappropriate use of the computer includes visiting any internet site in which images or sounds would be inappropriate in the office.

Employees are to immediately notify their supervisor, by e-mail or note, if they inadvertently visit an inappropriate Internet site. Such notice is to include the name of the site and date and time the site was inadvertently visited.

E-mail, transferring files, and other forms of Internet communications can easily be intercepted, read, changed, or deleted by the wrong people. KDADS information of a confidential or restricted nature should not be communicated over the Internet unless specifically approved for release through the Internet. Employees should consult with their supervisors with questions about the confidentiality of, and restrictions on, information.

Employee communications using this equipment are not considered private. KDADS regularly reviews telephone and Internet usage reports. Access to Internet sites in direct conflict with this policy will be blocked at the discretion of the Agency's Human Resources Director.

Employees are responsible to comply with all copyright laws. Copyright laws prohibit employees from copying or distributing copyrighted publications and from installing, copying, or distributing non-licensed copyrighted software on or from their state computer(s).

Reviews/Monitoring Activity

KDADS has the authority and capability to review and monitor any and all usage of electronic equipment and services, and will use that capability if there is concern that electronic systems or services are being used inappropriately or if KDADS believes evidence of criminal behavior or conduct detrimental to KDADS could be found in such usage. Prior to any review or ongoing monitoring, KDADS HR must be notified.

Personal Equipment

This policy also applies to personally owned equipment used during work hours or on KDADS property, including, but not limited to: cell phones, laptops, and computer equipment.

Personally owned equipment may not be attached to the KDADS network, installed on or connected to KDADS equipment without the consent of the employee's supervisor and approval of Information Technology Services. Personally owned software should not be installed on KDADS equipment.

Violation of this policy may result in the proposal of disciplinary action up to and including termination of employment and/or criminal prosecution under state and federal statutes.

The excerpt below from the Department of Administration, Internet Acceptable Use Policy applies to all KDADS employee or those assigned to KDADS.

Internet Use

- Official Internet use is the access to or distribution of information via the Internet by organization employees, which is in direct support of official organization business.
- Appropriate Use. This guide applies to all forms of Internet use (including multi-media, social networking, blogs and wikis) by employees and does not supersede or limit any state or federal laws, nor any other specific organizational policies regarding confidentiality, information dissemination, acceptable use or standards of conduct. Generally, the Internet should be used for legitimate business only; however, brief and occasional personal use (i.e., surfing, browsing) is acceptable if the following conditions are met.
 - Employee personal Internet use on organization systems is a privilege, not a right. As such, use should be limited. The privilege may be revoked at any time and for any reason. Abuse of the privilege may result in appropriate disciplinary action.
 - All authorized users of organization networks or systems must use the Internet facilities in ways that do not disable, impair, or **overload performance** of any other computer system or network, or circumvent any system intended to protect the privacy or security of another.
- Inappropriate Use. Any employee of the organization who engages in inappropriate use of the Internet shall be subject to disciplinary action, including, but not limited to demotion, suspension, and termination. In every case, however, the offending employee may be required to reimburse the organization for the total value of any fees incurred in violation of any applicable policy, regulation or law.
 - Accessing, viewing, downloading, uploading, transmitting, printing, copying, posting, or sharing any racist, sexist, threatening, sexually explicit, obscene or otherwise objectionable material (i.e., visual, textual, or auditory entity) is strictly prohibited.
 - Illegally accessing, viewing, downloading, uploading, transmitting, printing, copying, posting, or sharing any copyrighted material is strictly prohibited.
 - The Internet should not be used for any personal monetary interests or gain.
 - Personal Internet use should not cause the organization to incur a direct cost in addition to the general overhead of an Internet connection; consequently, employees are not permitted to print or store personal electronic files or material using organization resources.

References: K.S.A. 21-7533, KDADS Policy 3.8: Employee Conduct