

USE OF STATE SERVICES, COMPUTERS AND OTHER EQUIPMENT

Purpose:

The purpose of this policy is to provide guidelines to employees using State property and services.

Policy:

This policy applies to all employees using state property and services and includes, but is not limited to, telephones, cell phones, copy and fax machines, cameras, mail services, personal computers, e-mail, and access to the Internet.

Personal use of State property is permissible only when ALL of the following conditions are met:

1. No discernible additional cost or expense to the State is incurred.
2. There is no noticeable negative impact upon the employee's performance of duties and provisions of services.
3. There is no noticeable negative impact upon other State employees in the performance of their duties or provision of services
4. It does not bring discredit or embarrassment to the State.

A.R.S. §38-448. State employees; access to internet pornography prohibited; cause for dismissal; definitions

The Arizona Revised Statute states:

- A. Except to the extent required in conjunction with a bona fide, agency approved research project or other agency approved undertaking, an employee of an agency shall not knowingly use agency owned or agency leased computer equipment to access, download, print or store any information infrastructure files or services that depict nudity, sexual activity, sexual excitement or ultimate sexual acts as defined in section 13-3501. Agency heads shall give, in writing, any agency approvals. Agency approvals are available for public inspection pursuant to section 39-121.
- B. An employee who violates this section may be subject to discipline or dismissal.
- C. All agencies shall immediately furnish their current employees with copies of this section. All agencies shall furnish all new employees with copies of this section at the time of authorizing an employee to use an agency computer.

D. For the purposes of this section:

1. "Agency" means:

- (a) All offices, agencies, departments, boards, councils or commissions of this state.
- (b) All state universities.
- (c) All community college districts.
- (d) All legislative agencies.
- (e) All departments or agencies of the state supreme court or the court of appeals.

2. "Information infrastructure" means telecommunications, cable and computer networks and includes the internet, the world wide web, usenet, bulletin board systems, on-line systems and telephone networks.

Responsibility:

In the event of a known or witnessed policy violation, it is the responsibility of all employees to report said violations to his/her supervisor and/or to the employee's Agency Information Technology Department.

Areas Impacted:

All State Agencies.

Contacts:

If you have any questions related to the State Personnel Policy, please contact your Human Resources Office.

Employee: My signature below confirms that I have received a copy, read, and accept responsibility for adhering to this policy.

Print Name

Agency/Division

Signature

Date