Purpose

Productive and efficient use of data processing technology is important to the Department of Transportation. To promote and improve employee productivity and efficient use of data processing hardware and software, the Department permits limited personal use of these resources. The intent of this policy is to provide employee guidelines to encourage the proper use of data processing equipment.

Policy

The Department’s data processing equipment is to be used for work related assignments and duties except an employee’s personal work done on the employee’s personal time (after normal working hours, weekends or holidays) with the permission of the employee’s leader.

Access, use and protection of all information technology assets (including all computer hardware, software and databases) will be according to applicable classification, authorization and security provisions outlined in the Government Records and Management Act (GRAMA) and the Administrative Law R-365-4. Employees will comply with copyright laws and contractual agreements relating to the use of software. It is the responsibility of each employee to use only properly licensed programs.

Use of data processing equipment for the production of income to any entity other than the Department is not permitted.

Installation and downloading of personal software onto hard drives or file servers is permitted only with leader’s approval and with the proviso that the software must be scanned for viruses before being used.

Installation of security hardware and/or software, other than that authorized by the Department, is not permitted.

Any software developed using the Department’s data processing equipment will be the property of the Department.

Payment for the cost of supplies used for personal work, i.e., diskettes, paper, will be the responsibility of the employee.

Personal use of the mainframe system is not permitted.

An employee can only use their assigned PC's local storage drives (e.g. A:, B:, C:, D:) for storage of non-Department data. Network drives can not be used for non-Department data storage. When the employee is finished with personal business, any data entered or files created must be removed any time that it interferes with the storage needs or proper operation of the equipment to complete the Department’s work.
It is the leader’s responsibility to oversee compliance with these guidelines. Leader’s have the option of implementing more restrictive measures if they deem necessary. Violation of these guidelines may result in disciplinary action.

Background
This policy and procedure is in compliance with the STATE OF UTAH Information Technology Resources Acceptable Use Policy. It is recommended that you review this policy. A copy of this policy is in the library or with your ISS representative.

Your judgment regarding incidental and occasional personal use is important. While this policy does not attempt to articulate all required or proscribed behavior, it does seek to assist in such judgment by providing the above guidelines. If you are unclear about the acceptable personal use of a UDOT or state provided resource, please review your planned usage with your immediate leader.
Employees are responsible for the content of all text, audio or images that are placed or sent over the Internet. The distribution, retrieval, saving or printing of any electronic files that are offensive or include any harassing statements based on race, national origin, sex, sexual orientation, age, disability or political or religious beliefs are prohibited. All communications should be for professional reasons. Personal use must be minimal.

**Responsibility:** Employee

**Actions**

1. The Department shall review complaints or instances of unacceptable use brought to its attention. Violators are subject to corrective and/or disciplinary action under this policy and other such as:

   Administrative Rule R477-9-1, (Department of Human Resource Management, Standards or Conduct).


2. Violations of any guidelines listed above may result in disciplinary action up to and including termination. If necessary, the Department will advise the appropriate legal officials of any illegal violations. Violators may also be prosecuted under state and federal statutes.
Software purchased by and licensed to the Department is not to be copied for personal use. Software is not to be removed from the premises without the consent of the employee’s leader.

**Responsibility:** Employee

**Actions**

1. The Department shall review complaints or instances of unacceptable use brought to its attention. Violators are subject to corrective and/or disciplinary action under this policy and others such as:


2. Violations of any guidelines listed above may result in disciplinary action up to and including termination. If necessary, the Department will advise the appropriate legal officials of any illegal violations. Violators may also be prosecuted under state and federal statutes.

**Responsibility:** Region/Group Leader

3. It is the leader’s responsibility to oversee compliance with these guidelines. Managers have the option of implementing more restrictive measures if they deem necessary.