

State of Kansas
Information Technology Executive Council

Information Technology Policy 1200, Revision 2

1.0 TITLE: Acceptable Use of Information Technology Resources

1.1 EFFECTIVE DATE: September 10, 2019

1.2 TYPE OF ACTION: Update

1.3 KEY WORDS: Enterprise Security Policy, acceptable use policy.

2.0 PURPOSE: To establish a common and uniform acceptable use policy for all state entities regarding the use of state provided Information Technology (IT) Resources.

3.0 ORGANIZATIONS AFFECTED: All Entities as defined in K.S.A. 75-3049

4.0 REFERENCES:

4.1 K.A.R. 1-17-1, Use of state-owned or operated motor vehicles on official state business

4.2 K.S.A. 2013 Supp. 75-7203 authorizes the Kansas Information Technology Executive Council (ITEC) to: Adopt information resource policies and procedures and provide direction and coordination for the application of the state's information technology resources for all state entities.

4.3 K.S.A. 75-3049 State agency defined

4.4 K.S.A. 21-5611 Unlawful transmission of a visual depiction of a child.

4.5 K.S.A. 21-5839 Unlawful acts concerning computers.

4.6 K.S.A. 21-6002 Official misconduct

4.7 Kansas Information Technology Executive Council (ITEC), ITEC Policy 7230, Revision 2, General Information Technology Enterprise Security Policy.

4.8 Kansas Information Technology Executive Council (ITEC), ITEC 7230A, Information Technology Security Standards.

5.0 DEFINITIONS: The following definitions are applied throughout this policy

5.1 Acceptable Use: The use of IT Resources in direct support of Official Business as defined in K.A.R. 1-17-1.

5.2 Entity: Means any state office or officer, department, board, commission, institution, authority, or any agency, division or unit within any office, department, board, commission or other state authority or any person employed by any such agency, as is defined in K.S.A. 75-3049.

5.3 IT Resources: Hardware, software, and communications equipment, including, but not limited to, computers, email, internet, mainframes, wide and local area networks, servers, mobile or portable computers, peripheral equipment, telephones, wireless communications, public safety radio services, facsimile machines, technology facilities (including but not limited to: data centers, dedicated training facilities, and switching facilities), and other relevant hardware and

software items as well as personnel tasked with the planning, implementation, and support of technology.

- 5.4 Inappropriate Use: The use of IT Resources by a User that violates this policy or the User Entities' policies and procedures; as well as other unapproved unofficial use, including but not limited to, unlawful activities as defined within K.S.A 21-5611, and amendments thereto, or K.S.A.21-5839, and amendments thereto, or activities defined as Official Misconduct within K.S.A 21-6002, and amendments thereto.
- 5.5 Official Business: The pursuit of a goal, obligation, function, or duty imposed upon or performed by a state officer or employee required by employment with this state, as defined in K.A.R. 1-17-1, and amendments thereto.
- 5.6 Official Misconduct: Use of IT Resources to commit acts defined as Official Misconduct within K.S.A. 21-6002, and amendments thereto.
- 5.7 Users: Includes employees, contractors, or other agents acting on behalf of the state or carrying out a state agency function, as defined within ITEC 7230A.

6.0 POLICY:

- 6.1 Entities must establish a documented policy for Acceptable Use of IT Resources that is consistent with this policy. For Entities that have not defined or documented a policy for Acceptable Use of IT Resources, this policy shall serve as the official policy for that Entity.
- 6.2 Entity Heads have the authority and responsibility to determine Acceptable Use of IT Resources for their specific entity.
- 6.3 The use of IT Resources for activities deemed as Inappropriate Use are prohibited unless approved by the Entity Head.
- 6.4 Users who engage in Inappropriate Use are subject to disciplinary action, including, but not limited to demotion, suspension, or termination.
- 6.5 Entities must establish documented processes to confirm Users have read, understand, and agree to comply with this policy and/or local Entity policy for Acceptable Use of IT Resources at least annually.
- 6.6 Where state IT Resources are used, Entities must establish processes to monitor for Inappropriate Use as defined within this policy.
- 6.7 Entities shall be in verifiable compliance with this policy within 3 months of the effective date of this policy.

7.0 RESPONSIBILITIES:

- 7.1 Entity Heads are responsible for ensuring processes are established for compliance with this policy.
- 7.2 The Information Technology Security Council (ITSC), is responsible for maintenance of this policy.
- 7.3 ITSC is to review and update this policy every three (3) years.

8.0 CANCELLATION: Replaces ITEC Policy #1200 titled, "Acceptable Use of the Internet." Approved October 14, 1999, Revised: October 26, 2006