

Statewide Policy: 8280 Acceptable Use

What?

This policy defines the rules and guidelines for how employees and contractors can use state agency computer systems, technology resources, and data. It covers a wide range of topics, including email usage, internet access, social media, and handling sensitive information.

When?

This policy is in effect at all times and applies to all state agency employees, contractors, and anyone else who uses agency technology resources.

Why?

To ensure that agency technology is used responsibly, ethically, and legally. This helps protect agency systems and data from security threats, prevents misuse of resources, and ensures compliance with laws and regulations.

Who?

Everyone who uses agency technology... This includes:

- **Oversight:** AZ DHS and the State CISO
- **Agency-Level:** Directors, CIOs, and ISOs
- **Individuals:** All employees and contractors

How?

- **Access Agreements:** Users must agree to follow the rules before getting access to information systems.
- **Rules of Behavior:** Clear guidelines on expected and prohibited behaviors (e.g., strong passwords, no unauthorized software, no sharing confidential information).
- **Specific Rules:** Detailed policies on topics like email usage, internet access, social media, and handling sensitive information.
- **Monitoring:** Agencies can monitor user activity to ensure compliance.
- **Consequences:** Sanctions for violating the policy (up to and including legal action).

Remember:

- The policy emphasizes responsible use of technology resources.
- It covers a wide range of activities, from basic computer use to handling highly sensitive data.
- Training and awareness are essential for ensuring that everyone understands the rules.
- The policy aims to protect both the agency and its employees by setting clear expectations and boundaries.

Where?

You can find more specifics on this policy [HERE](#)

If you have **ANY** questions about this or any other IT policy, please contact grc@azdohs.gov.