

# Office of Information Technology Policy

## Authorized Access and Use of Information Technology Systems

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**Policy:**

Only authorized personnel will have access to the state's information technology systems. Use of the state's IT systems must be for official business only. Any other access or use of these systems is prohibited.

**Scope:**

All entities under the authority of the Office of Information Technology, pursuant to the provisions of R.S. 39:15.1, et seq., must comply with this policy.

**Responsibilities:**

Agencies must establish policies and procedures to:

- Ensure compliance with applicable statutes, regulations, and mandates regarding the management of information technology systems.
- Establish prudent and acceptable practices regarding the use of information technology systems, including but not limited to, unauthorized deletion and/or modification of data, disruption of IT systems, and unauthorized viewing and use of sensitive personal identification data such as social security number, date of birth, phone number, and home address.
- Educate individuals who may use information technology systems with respect to their responsibilities associated with such use.
- Report any vulnerability or breach in computer security, any incidents of possible misuse or violation of information technology systems security to the appropriate security personnel within the agency.

Agencies must establish controls to prevent users of information technology systems from:

- Accessing any data or programs contained on agency systems for which they do not have authorization or explicit consent.
- Sharing their account(s), passwords, Personal Identification Numbers (PIN), Security Tokens (e.g., smart cards), or similar information or devices used for identification and authentication purposes.
- Making unauthorized copies of copyrighted software.
- Downloading, installing or running security programs or utilities that reveal or exploit weaknesses in the security of an information technology system. Agency network security personnel are exempt from this requirement.

**Owner:**

OIT Security Office

**Effective Date:**

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July 27, 2009