Indiana WIC Program
Indiana State Department of Health

Information Technology Resources

Policy

Information Technology Resources are provided to conduct and support the business of Indiana WIC.

Procedure

I.   The local agency will provide every employee with individual internet access. The local agency coordinator will establish user names and passwords for ADP and SharePoint.

II.   User Agreement

     A.   All employees must read and sign the User Agreement form.

     B.   The Agreement form must be kept in the employee's file with other signed documents.

III.   Information Technology Resources must be protected against unauthorized access, misuse, theft, damage, or unauthorized modification.

     A.   Workstations must be properly secured from unauthorized access before being left unattended.

     B.   Installation of software, including privately purchased or downloaded software is discouraged.

     C.   Computer password(s) must remain confidential and cannot be shared with another person.

     D.   Unauthorized use must be promptly reported to the Coordinator or the State WIC Office.

     E.   System permissions must be assigned based on job duties.

     F.   Personal use is permissible with Coordinator approval (i.e. limited, personal use that cannot reasonably be handled away from work).

IV.   Activities which do not support the business of Indiana WIC are prohibited.

      A.   Conducting non-WIC business
      B.   Violating any law
      C.   Sharing or distributing software without authorization
      D.   Knowingly forwarding or responding to spam
      E.   Permitting unauthorized users to use the Information Technology Resources
      F.   Disabling virus protection for any reason
      G.   Installing spy ware, games, etc.
      H.   Attempting to access information without authorization
      I.   Viewing or distributing material that is offensive, obscene, or sexually explicit

V.   Violations of the Information Technology Resources User Agreement must be reported to the Coordinator or the Indiana WIC Office immediately.

VI.   Inappropriate use of Information Technology Resources could result in disciplinary actions.