OKLAHOMA CONSERVATION COMMISSION

Policies and Procedures

ELECTRONIC DEVICES

Effective Date of Policy: 2/1/2021	Next Scheduled Review: 7/2/2026
Last Reviewed: 7/1/2024	Policy Number: OCC-06
Date Policy Last Revised: 2/1/2021	Replaces Policy Number:
Approved: Trey Lam / Commission	Approval Date: 2/1/2021

Reference: *State of Oklahoma Information Security Policy and Guidelines*

A. Electronic Devices

The Commission may provide computers, cellular telephones, or other electronic devices to employees for job-related activities. Employees' usage of electronic devices for job-related duties must comply with state and agency policies as well as all state and federal laws governing usage and security. The use of Commission electronic devices should be job-related, professional in nature, and comply with all applicable state and agency policies.

Commission electronic devices are Commission property and employees should limit personal use even if the employee is "off the clock." All data stored on Commission computers, cellular telephones, or related servers, including but not limited to, browser histories, emails, voicemails, and texts are the property of the Commission. Accordingly, employees should have no expectation of privacy concerning such data. Commission personnel, including supervisors and Division Directors, may access Commission data without seeking permission from the employee. Further, such data may be produced in response to a valid open records request or legal discovery unless specifically exempted from disclosure by law.

B. State Security Policy

The *State of Oklahoma Information Security Policy and Guidelines* for computer usage prohibits the use of its resources to send email using someone else's identity (email forgery); take any action that knowingly interferes with the normal operation of the network, its systems, peripherals and access to external networks; install any non-routine system or software on the network without prior approval; install any software systems or hardware that will knowingly install a virus, Trojan horse, worm or any other known or unknown destructive mechanism; attempt IP spoofing; attempt the unauthorized downloading, posting or dissemination of copyrighted materials; attempt any unauthorized downloading of software from the Internet; transmit personal comments or statements in a manner that may be mistaken as the position of the State; or access, create, transmit (send or receive), print or download material that is discriminatory, derogatory, defamatory, obscene, sexually explicit, offensive or harassing based on gender, race, religion, national origin, ancestry, age, disability, medical condition, sexual orientation or any other status protected by state and federal laws.

To protect the integrity of the statewide network and its systems, any proof of unauthorized or illegal use of any agency computer or its accounts will warrant immediate access to these files, accounts, or systems by the hosting agency's security and information systems staff and appropriate action will be taken.

All messages sent and received, including personal messages and all information stored on the agency's electronic mail system, voicemail system, or computer systems are state property regardless of the content.

As such, the hosting agency reserves the right to access, inspect, and monitor the usage of all of its technology resources including any files or messages stored on those resources at any time in its sole discretion, to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information or for any other business purpose.

All employees need to be aware that data regarding state business conducted on an employee's personal computer, cell phone, or other electronic device is also subject to review and production in response to an Open Records Act or any legal discovery.

C. Enforcement

Employees who violate this policy are subject to discipline, up to and including termination. For contractors, it may lead to the cancellation of the contractual agreement.