

<b>Policy Title:</b>	Acceptable Use of State Information Assets				
<b>Policy Number:</b>	DHS-010-011	<b>Version:</b>	1.0	<b>Effective Date:</b>	Upon Approval

*Signature on file in the office of the Chief Administrative Officer*

*06/09/08*

Approved By: *DHS Deputy Director of Operations*

Date Approved

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## Overview

**Description:** All agencies are to adopt the Department of Administrative Services' (DAS) policy on Acceptable Use of State Information Assets, statewide policy [107-004-0110](#).

**Purpose/Rationale:** The purpose of this policy is to inform employees and authorized users of state information assets on the appropriate and acceptable use of computer information, systems, and devices.

**Applicability:** All Department of Human Services (DHS) staff, volunteers and contractors who access DHS systems.

**Failure to Comply:** Failure to comply with this policy may result in disciplinary action, up to and including dismissal from state service.

## Policy

DHS has adopted the following Acceptable Use of State Information Assets.

- [DAS 107-004-110](#)

## Procedure(s) that apply

None.

## Form(s) that apply

None.

## Definition(s)

See DAS statewide policy [107-004-110](#) definitions.

## Reference(s)

[DAS policy 107-004-110](#): Acceptable Use of State Information Assets

[DHS-060-037](#): Use of State Property

[DHS-070-004](#): Acceptable Use of Information-related Technology Policy

[DHS-090-001](#): Information Security Policy

[DHS-090-002](#): Password and User Identification Security Policy

[DHS-090-003](#): Information Access Control Security Policy

[DHS-090-004](#): Information Security Awareness Policy

[DHS-090-005](#): Privacy and Information Security Incident Response Policy

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## Policy History

- **Version 1.0:**
  - 06/02/2008 – Initial Release of Policy