



**STATE OF CONNECTICUT
Department of Mental Health & Addiction Services**



Commissioner's Policy Statement and Implementing Procedures

SUBJECT:	Computer Use Policy
P & P NUMBER:	Chapter 7.2
APPROVED:	Miriam Delphin-Rittmon, Commissioner Date: 10/15/2015
EFFECTIVE DATE:	October 15, 2015 <i>Miriam Delphin-Rittmon</i>
REVISED:	10/12/2012, Replaced Commissioner's Policy # 82
REFERENCES:	Acceptable Use Policy of STATE OF CT: http://www.ct.gov/best/cwp/view.asp?a=1245&Q=314686 Policy on Security for Mobile Computing and Storage Devices: http://www.ct.gov/best/cwp/view.asp?a=1245&q=394672 State of Connecticut IT policies and technical standards: http://www.ct.gov/best/cwp/view.asp?a=1245&q=253994&doitNav=%7C&bestNavPage=%7C
FORMS AND ATTACHMENTS:	

STATEMENT OF PURPOSE: The purpose of this policy is to establish a standard of Computer and Computing Devices and software used.

POLICY: The Department of Mental Health and Addiction Services (DMHAS) provides computing resources and software for the sole purpose of completing Agency related business ONLY. Use of your computer for personal business is strictly prohibited. Downloading and or installing computer software (even if legally personally owned) or downloading materials that violate State of Connecticut (SOC) acceptable use policies from the internet are a few examples of prohibited personal use; others are provided in the applicable State of Connecticut (SOC) Policies referenced above. The Department of Mental Health and Addiction Services (DMHAS) prohibits connecting personally owned hardware to State of Connecticut (SOC) computers, networks, or telecommunication lines. Additionally, State of Connecticut (SOC) Acceptable Use of State Systems Policy includes, but is not limited to, Item 5 of the section titled "Examples of Unacceptable Use of State Systems" which prohibits connecting personally owned hardware to State of Connecticut (SOC) devices or networks without written exception by the State of Connecticut (SOC).

NOTE: This policy covers all DMHAS employees, including those who are working under contract with the DMHAS. This policy does not apply to DMHAS patients or clients, as patient/client computer use is covered under another policy.

PROCEDURE:

Personal Use: Your computer is a government resource and is subject to the same rule as other government resources. Use of your computer for personal business is strictly prohibited. Downloading computer software or pornographic materials from the internet are a few examples of prohibited personal use. Electronic mail services, as defined in this policy, not only consist of the use of state-provided electronic mail systems but also the act of sending and/or receiving electronic mail across the internet.

E-Mail: E-mail messages are considered public records and are subject to the Freedom of Information Act (FOI). Furthermore, e-mail is not confidential. It is saved on network backup tapes and is easily retrievable. You should take great care to scrutinize what you include in an e-mail message. As a rule of thumb, when you are drafting an e-mail message, think to yourself whether you would want what you say to appear in a newspaper article.

Electronic mail services: as defined in this policy, not only consist of the use of state-provided electronic mail systems but also the act of sending and/or receiving electronic mail across the Internet. As with any state-provided resource, the use of electronic mail services is to be dedicated to legitimate state business and is governed by rules of conduct similar to those applicable to the use of other information technology resources as provided in the applicable State of Connecticut (SOC) Policies referenced above. Use of electronic mail services is a privilege, which imposes certain responsibilities and obligations on state users and is subject to state government policies and local, state, and federal laws including, but not necessarily limited to those regarding Electronic Protected Health Information (EPHI), State of Connecticut (SOC) Confidential and Restricted State of Connecticut (SOC) Data (C/RSD), and Freedom of Information (FOI) policies. Furthermore the transmission of EPHI, C/RSD and related protected information by email is prohibited unless said information is encrypted by a State of Connecticut (SOC) accepted process.

DMHAS Mobile Computing and Storage Devices: are regulated by the State of Connecticut (SOC) Policy for Mobile Computing and Storage Devices referenced above; additionally the Department of Mental Health and Addiction Services (DMHAS) and its facilities may be more restrictive than the State of Connecticut (SOC) policy. Permission to store and transport protected information requires completion of a formal written approval form, as referenced above, and additionally loss of the Department of Mental Health and Addiction Services (DMHAS) Mobile Computing and Storage Devices require immediate notification, as referenced above, and may require action under other the Department of Mental Health and Addiction Services (DMHAS) related policies.

Illegal Activities: Use of your computer for an illegal purpose is prohibited. Illegal activities include violations of local, state, and federal laws and regulations. This includes, but is not limited to Connecticut General Statutes, section 53a-251 which establishes the crime of "Computer Crime".

Software: Use of software that was pre-installed on your computer, or use of software later

approved and installed by the Department of Mental Health and Addiction Services (DMHAS)/Information Technology (IT)* is not prohibited. However, you are not allowed to install or copy any software on your computer that has not been approved by the Department of Mental Health and Addiction Services (DMHAS)/Information Technology (IT)*. This includes, but is not limited to, software you have personally purchased and have a legal right to use, software downloaded from the Internet, whether or not a legal license is required, so-called "free-ware" and "share-ware", screen savers, and software given to you by an *office* associate who is not representing the Department of Mental Health and Addiction Services (DMHAS)/Information Technology (IT)*.

Most violations of this policy can be avoided by exercising good judgment and common sense; if you do not understand any portion of this policy, you should contact the Department of Mental Health and Addiction Services (DMHAS)/Information Technology (IT)* and ask questions. **Violation of the Department of Mental Health and Addiction Services (DMHAS) Computer Use Policy, including, but not limited to violating State of Connecticut (SOC) policies / guidelines concerning these issues will result in disciplinary action up to and including dismissal from State service.**

*At the Office of the Commissioner (OOC), the Department of Mental Health and Addiction Services (DMHAS)/Information Technology (IT) refers specifically to the Information Systems Division (ISD). At the Department of Mental Health and Addiction Services (DMHAS) facilities: the Department of Mental Health and Addiction Services (DMHAS)/Information Technology (IT) refers to the Information System Support unit of each facility.
