

Number: AS-PT-08-003

Issue Date: 07/08/2008

Authorized Signature _____

Topic: Agency-wide Policy

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Manual Update
 Other: _____

Applies to (check all that apply):

- | | |
|--|--|
| <input checked="" type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): volunteers |

Policy/Rule Title:	Acceptable Use of State Information Assets		
Policy/Rule Number(s):	DHS-010-011	Release No:	1.0
Effective Date:	06/03/08	Expiration:	none
Reference:	DAS Statewide Policy 107-004-110		
Web Address:	http://www.dhs.state.or.us/policy/admin/exec/010_011.pdf		

Discussion/Interpretation: This policy adopts DAS statewide policy 107-004-110 as it applies to DHS employees and volunteers. This policy ensures that DHS is in compliance with the DAS policy as well as provides security for computer systems and assets owned by DHS. This policy is vital to the protection of the information DHS uses to conduct business.

Implementation/Transition Instructions:

- This policy sets the expectations for professional and lawful use of state information assets.

Training/Communication Plan:

- This policy transmittal provides formal announcement of the adoption of DAS statewide policy 107-004-110.

Local/Branch Action Required:

- Review policy with staff.
- Refer staff to policy contacts if they have additional questions.

DHS Executive Management Action Required:

- Policy contacts will respond to questions or concerns regarding this policy.
- Annually review the policy and any associated procedures or other documents and update as necessary.

Filing Instructions:

- No paper copies are distributed for filing.
- DHS Agency-wide policies are located on the DHS web site at <http://www.dhs.state.or.us/policy/admin/>

If you have any questions about this policy, contact:

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