

# ***ADDENDUM***

## Department of Administrative Services (DAS) FAQs Regarding the Acceptable Use of State Systems Policy

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### **Acceptable Use Form**

1. Q: We are sending the policy and acknowledgement form to our employees electronically via email. But not all of our employees (or users) have an email address. How should we handle these employees?

A: If you have users who do not have an email address, you will need to ensure they receive a copy of the policy and you should obtain a signed hard copy acknowledgement of receipt form from the users.

2. Q: Some of our employees are refusing to sign the Acknowledgement of Receipt form. How do we handle this?

A: In the event that an employee refuses to sign, retrieve the form from the employee. Write “refused to sign” on the form and record on the form that the policy was issued to the employee and sign and date the form.

### **Agency Activity**

3. Q: Is it okay to use (State) e-mail to send information regarding an employee’s baby shower or wedding shower, birthday party, etc.?

A: Yes.

4. Q: Is it okay to send information via e-mail concerning Agency functions, such as Agency picnics and parties, fund-raising events for Agency-sponsored events, etc.?

A: Yes.

### **Announcements**

5. Q: Is it okay to use (State) e-mail to send information regarding the death of an employee, the death of an employee’s relative, birth of an employee’s child, etc.?

A: Yes.

6. Q: Is it okay to use (State) e-mail to send information regarding the retirement party for an employee?

A: Yes.

### **Benefits**

7. Q: Is it okay to obtain information concerning State of CT benefits?

A: Yes and no. Yes, provided you are on a State agency website (i.e., Office of the State Comptroller or Department of Administrative Services). It is unacceptable to use the Internet to view your portfolio via a vendor's website.

8. Q: Is it okay to visit a health insurance company's website to view the list of participating physicians?

A. Yes.

### **Cancellations**

9. Q: Is it OK for employees to receive e-alerts from their child's school, including information concerning meetings, early closings, etc?

A: Yes.

10. Q: Can an employee check cancellations, late openings and early releases on websites of local news and radio stations?

A: Yes.

### **Job Searches**

11. Q: Is it okay to conduct job searches via the Internet using a State computer?

A: Yes and no. It is okay to visit the Department of Administrative Services' (DAS) website (and other State agency websites) for State employment opportunities. It is NOT okay to go to other (non-State of CT) websites to search for jobs with an employer other than the State of CT.

### **News**

12. Q: Is it okay for an employee to use their State computer to read a newspaper online, even if it is during their break period?

A: No. An employee (or any user) may not use State systems for any non-work related purpose whether on break or not.

### **Personal CDs (Music/Pictures)**

13. Q: Can users play personally-owned CDs on their State computer?

A: Provided the CD is commercially-produced, requires no additional installation of equipment or software, and does not disturb coworkers, an employee may use the CD player to play music. HOWEVER, CDs that are NOT commercially-produced are unacceptable. Similarly, CDs containing personal digital photographs are also unacceptable as non-commercial CDs may contain a virus, resulting in a negative impact on system performance.

14. Q: Is it okay for employees to access newspapers online via State systems if their job requires it?

A: Yes.

### **Professional Organizations**

15. Q: Is it okay to distribute events sponsored by professional organizations?

A: Yes and no. If the event includes a meeting, then it is okay. If the event is purely social in nature (i.e., trip to New York City), then it is unacceptable.

16. Q: Is it okay to forward messages from professional organizations that include job announcements?

A: No.

17. Q: Is it okay to communicate with a national, regional or state-wide professional organization that I am a member of through my job duties and responsibilities as they relate to my position with the State?

A: Yes.

### **Purchasing**

18. Q: May I use eBay to purchase items for my State job?

A: No.

### **Solicitation (Revised May 25, 2010)**

19. Q: Is it okay to solicit participation in and/or donations for a charity event using (State) e-mail?

A: Only under certain circumstances. If the Governor's Office or your agency is sponsoring the event then state systems may be used (on a limited, as-needed basis) to solicit participation/donations. If the event is not sponsored by the Governor's Office or your agency then state systems are not to be used.

### **Telephones**

20. Q. Can an employee use the state telephone to receive/make calls relating to doctors appointments, union matters and/or check on status of children, etc.?

A. Yes. However, time spent on personal calls should be kept to a minimum.

21. Q. May an employee (or other user) use voicemail to communicate personal information to a specific caller via their voicemail box greeting?

A. No. Employee greetings via State voicemail should be strictly professional.

22. Q. May a caller leave a personal message in an employee's voicemail box? For example, if a doctor's office is calling to confirm an appointment?

A. Yes. However these types of situations should be limited to only those requiring prompt attention.

### **Transportation**

23. Q: Is it okay for employees to use State systems to go to the CT Transit website to view bus schedules?

A. Yes.

24. Q: Is it okay for employees to use State systems to go to the Nuride website to view commuter information?

A. Yes.

### **Tuition**

25. Q: Is it okay use State systems to access a college/university's website to obtain the "proof of payment" documentation required by the Office of the State Comptroller in order to process an employee's Tuition Reimbursement request?

A: Yes.

### **Union**

26. Q: Is it okay for employees to visit their union's website using a State computer?

A: Yes.

27. Q: Is it okay for users to distribute Union information via (State) e-mail?

A: No.

28. Q: Is it okay for employees to use (State) e-mail to contact their Union Steward to arrange for representation?

A: Yes.

### **Extenuating Circumstances**

29. Q: May employees use their State e-mail to communicate with their immediate family member who has been deployed overseas for participation in Operation Enduring Freedom and Operation Iraqi Freedom?

A: Yes, so long as employees inform their immediate supervisor (or designee) of their intent to use State e-mail for this purpose and provided they do so on their breaks or during their lunch period. Note: Immediate family member includes husband, wife, domestic partner, father, mother, sister, brother, child and any relative who is domiciled in the employee's household.