

LCCS POLICY 1001

Information Services – Hardware & Software

Original Issue Date:	3/5/1995
Revision Dates:	2/5/1999
Revision Number:	1
Current Effective Date:	11/29/1999
Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	Applies to all LCCS staff.
Responsibility:	Manager of Information Services
Purpose:	To establish a policy for the use and management of the Information Services network in order to protect the integrity of the agency's database
Legal Cite:	O.R.C. 5153.16, 307.84 et. seq.

POLICY STATEMENT

The agency shall exercise reasonable control to protect and maintain its information systems resources including hardware, software and data.

PROCEDURE - including required timeframes and documentation

RESPONSIBILITY & CONTROL:

The Manager of Information Services or his/her designee may, with no requirement to notify, erase or delete software or remove hardware not in compliance with this policy from the agency information system.

HARDWARE:

All computer equipment provided by the agency for use by LCCS employees shall be used exclusively for agency business.

The Manager of Information Services will maintain an accurate and up-to-date inventory of all agency hardware along with the names of persons to whom agency-owned hardware is issued.

No hardware that is the personal property of any employee shall be installed on any agency information network equipment or used on the agency information network.

LOAN of EQUIPMENT for USE at EMPLOYEE'S PLACE OF RESIDENCE:

Upon approval of the executive director, selected staff who have a demonstrated need to access the agency's network from their place of residence may be provided agency hardware and/or software to facilitate the employee's ability to conduct agency business from their place of residence.

When this occurs, the employee will sign an equipment loan form identifying the equipment being deployed at the employee's place of residence (identified by inventory ID) and its condition at the time of deployment. A copy of the form will be kept in the Information Services Department, the employee's personnel file, and the employee's payroll file.

Upon termination of employment, when the hardware no longer serves the need of the employee, or when the employee changes positions within the agency making the need for remote access no longer relevant; the equipment shall be returned to the agency. The date of the return and the condition of the equipment will be noted by information services staff on the equipment loan form.

If the equipment is not returned or if the equipment's condition upon its return is deteriorated beyond what would be considered reasonable wear and use, the employee will be assessed the cost of repair or replacement as determined by the Manager of Information Services and Associate Director of Administrative Services.

The employee will not install personal software or peripheral devices on loaned equipment. Agency Information Services staff will perform all software installation and configuration on loaned equipment.

SOFTWARE:

All software provided by the agency for an employee's use will be used exclusively for agency business.

Information services department staff will install all software to be run on agency computer equipment.

Any software that is the personal property of an employee will not be installed on agency computer equipment unless all of the following conditions are met:

- The software can be demonstrated to be relevant to the employee's job duties; and
- written approval by the employee's Supervisor, Department Manager and Associate Director is provided to the Manager of Information Services; and
- the employee provides documentation that the software is legally licensed to the employee and installation of said software on agency equipment will not violate any restrictions of the license; and
- the software is scanned for viruses by information services staff, and installed by information services staff; and

- the software does not require any special configuration or additional programming to run on agency hardware under standard configuration (e.g., if the software proves to be in conflict with the agency's standard operating system configuration or can be demonstrated to cause other agency applications to fail).

Information Services staff will not provide support, training or assistance to staff on the use of personal software.

Installation of entertainment/game software is prohibited.

Any software which is developed at the agency and on the employee's work time, including, but not limited to, templates, macros, routines or programs is the exclusive property of Lucas County Children Services, and may not be sold or marketed by any entity other than LCCS. This includes any work product developed by employees, consultants, private sub-contractors, or interns.

SECURITY:

Every employee using the system must log off the system at the end of the employee's workday, or when he or she will be away from their desk for more than one hour.

Employees will not divulge their network or database passwords to anyone.

Employees are prohibited from logging into the network under any login ID other than those assigned to the employee by Information Services.

Any work done under an employee's user ID and password will be assumed to have been done by that employee, and any consequences of that work will fall to that employee including malicious damage done to files and data which are the property of the agency.

These security practices apply to employees who are logged in from a remote location as well as those logged in on the premises.

CASE PRACTICE GUIDES

RELATED POLICIES and FORMS