

Resource Contact: Director of Human Resources and Administration

<i>References:</i>	RCW 42.52	<i>Effective:</i>	June 4, 1998
	RCW 40.14	<i>Revised:</i>	January 26, 2016
	WAC 292-110-010		

Use of State Resources

Purpose: The purpose of this policy is to communicate to WSHS employees their limitations and responsibilities for proper use of state resources in general, information technology resources in general, and specifically telephone, computers, E-mail and the Internet.

Application: This policy applies to all employees and volunteers of the Washington State Historical Society.

1. Definitions

"State resources" include, but are not limited to, information technology assets such as computer, workstations, data resources, software, software licenses, SCAN service, fax machines, telephones, cellular phones and Internet connections or accounts; state contracts; documentation; copyrighted material; photocopiers; facilities; vehicles; credit cards; supplies; and the state mail service.

"Internet" means the connection to and use of interconnected networks in the public and private domains to access the World Wide Web, Gopher, file transfer protocols, and other network resources.

2. State Resources Generally

WSHS employees and volunteers who use state-owned resources for any purpose are responsible for using the resources in an ethical and legal manner.

There are three distinct uses of state resources: (1) uses necessary to an employee's and volunteer's conduct of official duties; (2) de minimis uses for a purpose other than the conduct of an employee's and volunteers official duties; and (3) uses which are prohibited.

Uses Necessary to an Employee's Conduct of Official Duties – WSHS employees may, within their own discretion and as directed by their supervisor, use state resources to conduct their official duties, so long as their use does not involve one of the prohibited uses described below.

De minimis Uses For A Purpose Other Than The Conduct Of An Employee's Official Duties – If the use does not involve one of the prohibited uses described below, WSHS employees and volunteer's may make limited use of state resources for a purpose other than the conduct of official duties, so long as the use:

1. Results in little or no cost to the state;
2. Is infrequent;
3. Is brief in duration;

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Executive Ethics Board
Date. 1-15-16

4. Is the most effective use of time and resources;
5. Does not interfere with the performance of official duties;
6. Does not disrupt other state employees;
7. Does not obligate other state employees to make a personal use of state resources; and
8. Does not compromise the security or integrity of state property, information, or software.

Uses Which Are Prohibited – The following uses are strictly prohibited and no de minimis use is allowed.

WSHS employees and volunteers are strictly prohibited from using state resources where that use involves:

1. Any campaign or political use;
2. Conducting an outside job or business; or other activities conducted for private financial gain.
3. Supporting, promoting, or soliciting for an outside organization or group, unless provided for by law or authorized by the Director or designee; or
4. Illegal or inappropriate activities, including, but not limited to, activities that violate any WSHS policy.

WSHS employees and volunteers are not to allow others, such as family members and friends, to use state resources under their control. State regulations prohibit employees and volunteers from using state resources for personal purposes and then reimbursing the state for the costs incurred. If a violation of these regulations occurs, the employee and/or volunteer will be required to reimburse WSHS, but the reimbursement does not cure the violation.

3. Telephone Service

WSHS-owned telephones are provided to WSHS employees and volunteers for conducting state business. If employees or volunteers must make personal local, long distance calls or send text messages during their regularly scheduled work hours, these should be made at lunch or break times and be infrequent and short in duration. Personal long distance calls and text messages shall not be made in a way that results in charges to WSHS, except that employees on travel status may place brief (10 minutes or less) calls and short text messages to their homes or families to communicate safe arrivals and changes in itinerary. Employees and volunteers are trusted to exercise good judgment in both duration and frequency of such occasions.

Cellular phones are provided to WSHS employees who have a demonstrated business need for them. WSHS-owned cellular phones and services are to be used to conduct state business only. Employees may not install a personal line on a state cellular telephone, even if the employee plans to be billed directly for the line and for any calls made on that line.

Charges for use of cellular phones are usually higher than conventional, wire-based telephone systems. Employees should not use cellular phones when a less costly alternative is safe, convenient, and readily available.

Because cellular transmissions are not secure, employees should refrain from using them to relay confidential information.

Toll free lines are provided by WSHS for calls from out of the local calling area by visitors and vendors. Employees and volunteers are not to release the toll free telephone number for purposes of receiving calls of a personal nature.

4. Computers

All WSHS-owned computers, including without limitation desktop, laptop, and tablets as well as WSHS' mainframes and other platforms, are provided to WSHS employees and volunteers for conducting state business. Employees and volunteers are not to install or use on WSHS computers, any software unless authorized by the Information Technology Department.

Valuable items (i.e. laptop computers, cellular phones, blackberry devices, digital cameras, etc.) must be secured and not left in plain sight when unattended.

5. Use of State Computer Equipment at Home

Employees may use agency computer equipment at home upon approval of their supervisor. Recognized uses of state computer equipment include but are not limited to: teleworking pursuant to a Telework Agreement; remote access to a state network for employment-related purposes pursuant to a Remote Access Agreement, such as network maintenance, trouble-shooting or repair, and supervisory functions. Prior to taking state computer equipment home, an employee and his/her supervisor shall prepare a written agreement describing why home use of the equipment is required, that the employee has read and understands the policies regarding use of state resources, and the tasks which the employee will perform with the equipment. The agreement shall be signed by the employee, the employee's supervisor, and the divisional manager. Such an agreement shall be valid for no longer than one year, and must then be renewed by mutual agreement between the employee and supervisor. Employee's use of state computer equipment at home is subject to the same ethics rules as would be applicable were the employee making use of the same state computer equipment at a state facility.

6. E-mail

WSHS E-mail is provided to WSHS employees as productivity tools for conducting state business. Electronic Communications created by E-mail may not be secure. Employees should consider the potential insecurity of Electronic Communications before transmitting private or confidential messages.

7. Internet

Access to the Internet is provided to WSHS employees and volunteers as a research and communication tool for conducting state business. The Internet may not be secure. Employees and volunteers should take this into account before receiving or transmitting information and messages. Employees and volunteers should be aware that it is possible to identify visitors to Internet sites, and should exercise conservative judgment when accessing information on the internet.

Employees and volunteers should not download software from the Internet without prior approval from the Information Technology Department.

8. No Expectation of Privacy

WSHS has the right to access, inspect, or monitor any State Resources and any WSHS employee's or volunteer's use of a State Resource. WSHS employees and volunteers cannot expect privacy in their use of State Resources, whether that use is one made in their conduct of official duties or is a use made for a purpose other than the conduct of official duties. This applies to all State Resources, including, but not limited to, offices, desks, cabinets, telephones, voice mail, electronic mail, computer hard drives, storage lockers, computer H: drives, and the Internet.

Nothing in this policy shall be construed to give employees or volunteer's access to databases or systems that they are not otherwise authorized to access.

9. Sanctions

Violations of this policy may result in disciplinary action up to and including termination of employment. In addition, there may be separate actions against the employee or volunteer for violation of the state's ethics law, criminal prosecution, and civil action.

"Zero Tolerance" for Pornographic and Sexually Explicit Materials – If after a just cause investigation it is found that an employee or volunteer used state provided electronic messaging and/or the Internet to create, access, post, send, or print any sexually explicit or pornographic material in violation of this policy, it will result in termination of an individual's employment or contract with the WSHS. In addition, the individual may be subject to other legal consequences for violating the state's ethics laws.

Approved: 
Jennifer Kilmer
Director

1/26/16
Date

The following examples of resources and situational examples are meant to be illustrative only. The lists are not all-inclusive and are subject to the criteria outlined in Policy 1-6.

The following are subject to de minimis use constraints as defined in Policy 1-6:

- a. Office telephones/cell phones, voice-mail, electronic mail, the Internet, copy and facsimile machines and audio-visual equipment are for official use.
- b. Emergencies, except personal visits must be limited to breaks and lunch periods and should be conducted outside the work area. Such visits must not disrupt the work of others.
- c. Children, except under emergency circumstances, should be present at the worksite only with prior supervisor approval and under employee supervision at all times. Worksite safety and disruption of the work of others shall be considered when approving visits.

There is NO de minimis use exception for the following examples:

- a. SCAN authorization codes are to be used for official business only.
- b. State vehicles are for official business only. Employees may only transport passengers who are on official state business.
- c. Consumable office supplies such as letterhead, envelopes or spare parts are for business use only; even if the actual cost to the state is de minimis.
- d. Accessing or using agency information for any personal use unrelated to an official business purpose is prohibited.
- e. Installation, download, access and/or use of computer/on-line games on agency computers, including those that come bundled with agency standard software is prohibited.
- f. Employees are responsible for ensuring that all personal mail is delivered to his or her personal mailing address/computer, not to the work location/station. Employees may not access personal e-mail from a Washington State Historical Society computer, even if the cost to the state is de minimis.
- g. Storage of personal and/or non-business related information (files, pictures, music, etc.) on agency servers (network) or agency computers is prohibited.



Washington State Executive Ethics Board

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January 28, 2016

Washington State Historical Society
ATTN: Misty Dawn Reese
1911 Pacific Ave
Tacoma, WA 98402

**SUBJECT: BOARD APPROVAL
Washington State Historical Society Policy**

Dear Misty:

At their meeting on January 15, 2016 the Executive Ethics Board reviewed and approved the Washington State Historical Society's Use of State Resources policy.

Board policy approvals are narrowly drawn to interpret the Ethics in Public Service Act and do not include comment or approval of provisions that are outside the jurisdiction of the Board.

I have enclosed a stamped copy of the approved policy for your records. Please note, if changes are made to this policy, it may invalidate the Board's approval unless the changes are brought before the Board again for their review. If you have any questions, please give me a call at 360-586-3265.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ruthann Bryant".

Ruthann Bryant
Administrative Officer

Enclosure