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## AGENCY POLICY #401 Using State Information Technology Resources

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**Policy #:** 401

**Category:** Information Technology

**Purpose:** This policy establishes expectations and requirements for use of the agency's information technology resources.

**Applies to:** All Washington State Liquor Control Board Employees

**Effective Date:** 10/04/04

**See Also:**

LCB Code of Ethics Policy LIQ 270-12-02/99  
Executive Order 00-02  
Executive Order 91-10  
Ethics Board Advisory Opinions  
[http://ethics.wa.gov/subject\\_index.htm](http://ethics.wa.gov/subject_index.htm)

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### POLICY STATEMENT

The Liquor Control Board is a strong proponent of the responsible, legal and ethical use of information technology equipment and resources. Our ability to use these tools greatly enhances our mission and makes us more efficient when dealing with information gathering and exchange. In addition, LCB employees are obligated to conserve and protect state resources for the benefit of the public interest. This policy will help limit risk and liability to both the LCB and individual employees.

**The Liquor Control Board's information technology resources are state property, and may not be used for personal benefit or gain or for the benefit or gain of other individuals or outside organizations.**

Personal benefit or gain might include a use solely for personal convenience, or a use to avoid personal expense. Refer to WAC 292-110-010 Use of State Resources and the Executive Ethics Board's Use of State Resources Frequently Asked Questions and Examples at <http://www.wa.gov/ethics/> for more information.

The following private uses are explicitly prohibited. Any use in:

- Conducting an outside business, or private employment;
- Supporting, promoting the interests of, or soliciting for an outside organization or group;
- Assisting a campaign for election of a person to an office or for the promotion of or opposition to a ballot proposition;
- Participating in or assisting in an effort to lobby the state legislature, or a state agency head;

- Conduct that is prohibited by a federal or state law or rule, or a state agency policy.
- Any private use of any state property that has been removed from state facilities or other official duty stations, even if there is no cost to the state.

**Computer games are not to be played on state-owned computers at any time.**

**Information technology resources, including Internet and e-mail, are provided by the state for the purposes of conducting LCB business and to assist its employees in the performance of their jobs.**

Except as prohibited above, LCB employees may make occasional, limited personal use of the agency's information technology resources while in the workplace or at other official duty stations, when all of the following conditions are met:

- There is little or no cost to the state;
- Any use is brief in duration, occurs infrequently, and is the most effective use of time and resources;
- The use does not interfere with the performance of the employee's official duties;
- The use does not disrupt or distract from the conduct of state business due to volume or frequency;
- The use does not disrupt other individuals and does not obligate them to make a personal use of state resources; and
- The use does not compromise the security and integrity of state property, information or software.

**The Administrative Director may authorize a use of state resources that is related to an official state purpose but not directly related to an employee's official duty, for example, conducting the combined fund drive campaign.**

**Software, programs, information, files and data stored on state-owned equipment are state resources and any personal information stored on this equipment is not private, and is subject to review.**

The LCB management has the right to access information technology equipment and any information stored on it for any legitimate business purpose including but not limited to, the promotion and assessment of compliance with this policy.

**Violation of this policy may subject the employee to disciplinary action up to and including dismissal by the LCB and to separate sanctions that may be imposed by the Washington State Executive Ethics Board, including financial penalties for violating state ethics laws.**

## RESPONSIBILITIES

### Administrative Director

- Responsible for establishing and maintaining clear direction on the appropriate use of state resources.

### Division Directors

- Ensure that employees and other individuals with access to any LCB electronic systems, information technology resources are informed of and adhere to this policy.

### LCB employees

- Understand and adhere to state and agency policies governing the use of state resources.
- Protect and maintain the security of LCB information technology resources and the data they contain.

## DEFINITIONS

- **Electronic message** is a verbal or written message transmitted or stored electronically.
- **Electronic message systems** allow the generation, transmission, storage, display or reproduction of an electronic message for internal or external communication purposes.
  - ⇒ Voice mail is a system allowing users to receive, reply, redirect, save or send messages anytime using a touchtone telephone.
  - ⇒ E-mail is a system allowing transmission of person-to-person messages.
  - ⇒ Other media includes facsimile and imaging equipment, which store and transmit images, and all other similar systems.
- **Information technology resources** include, but are not limited to, information technology assets such as computers, workstations, data resources, hand held computing devices, electronic message systems, fax machines, telephones, pagers, copy machines, networks, business applications/systems, software, software licenses, and Internet connections or accounts.
- **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.

## RELEVANT LAWS AND OTHER RESOURCES

WAC 292-110-010 Use of State Resources

RCW 42.52 Ethics in Public Service

LCB Use of Cell Phones Policy

**REVISION HISTORY**

Supersedes March 1, 2002 memo on Use of State Resources from Pat Kohler

Supersedes March 26, 1997 Use of State Information Technology Resources Policy

**CONTACT**

For additional information about this policy, contact the Human Resource Division Director or the Information Technology Services Division Director.

**APPROVING AUTHORITY**

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Pat Kohler, Administrative Director  
Liquor Control Board

Date