

DIVISION OF MENTAL HEALTH SERVICES

ADMINISTRATIVE BULLETIN 4:11

Effective Date: September 25, 1995

SUBJECT: Use of State Owned Computer Hardware and Software

I. Purpose

The purpose of this bulletin is to delineate the rules, principles, and procedures governing the utilization of State owned computer and related equipment.

II. Scope

This bulletin applies to all employees of the Division's Central or Regional Offices at those respective worksites.

III. Policies and Procedures

Use of Equipment (General):

Computers, software and related equipment are purchased by the Division for use in the performance of Division business only. Use of the equipment and software shall not be used for any personal or outside business interests.

All purchases of hardware and software equipment shall follow the current approval processes as established by Treasury, the Department, and the Division.

Requests for purchases shall be reviewed and evaluated in terms of their consistency with and support for the overall MIS plans and Division Objectives.

All hardware and software purchased shall be received and inventoried by the Office of Fiscal and Management Operations (OFMO) prior to distribution.

Hardware Equipment:

Distribution and movement of hardware is the responsibility of the Network Administrator. Individuals who are either being provided with equipment, or who are having equipment removed, shall sign appropriate documentation to that effect (see attached "Equipment - Transfer/Receipt - Input Form").

OFMO shall have the responsibility of maintaining an up-to-date computerized inventory of the equipment and its location.

An annual physical inventory of the hardware equipment shall be conducted and compared with the documented equipment inventory and its location.

Any equipment that is to be physically taken from the Office must be approved and signed out in advance with the Network Administrator. Appropriate forms for signing out and in equipment are available from the Network Administrator, who shall maintain these records (see attached "Equipment Removal Authorization").

It is the responsibility of all end users to treat the equipment with care and to avoid any actions or practices that could cause or threaten damage or theft.

Problems with the equipment shall be reported to the Network Administrator, who shall determine appropriate action. End users should not attempt to repair or "open up" equipment unless authorized to do so.

Software:

Distribution and use of software within the Division shall conform to all applicable laws and licensing agreements. In addition, decisions about software need to be made in light of and consistent with the Division's overall MIS plans, which includes optimal utilization of the Local Area Network. With this in mind, the following policies are to be followed:

1. No one shall use software
 - if it is illegal or pirated;
 - if it is in violation of licensing agreements;
 - for anything other than Division related business;
 - if it is contrary to other policies and directions established by the Division; or
 - if it does not function properly with the standardized network setups established by the Network Administrator.
2. Software programs shall be loaded onto, and accessed through the network server whenever possible.
3. The Network Administrator has sole authority to install software programs onto the server.
4. The Network Administrator, in consultation with the MIS Coordinator, shall determine which software should be installed onto the network.
5. Loading of any software on local hard drives must receive prior approval from the Network Administrator, and must be consistent with overall MIS plans and Division Objectives; the Network Administrator shall obtain assurances that such installation is not in violation of the software's licensing agreement.

6. The Network Administrator shall monitor the utilization of software, and shall inform the MIS Coordinator when actual or possible licensing violations occur.
7. When available licenses are less than the user demand for the software, it is the responsibility of the MIS Coordinator to identify who will be given priority to access the software.


Security

In order to insure that critical data of the Division are not lost or corrupted, the Network Administrator is responsible for the scheduling and implementation of backup procedures for the files stored on the network file servers. Magnetic tape backups are to be created daily, and, in order to protect against catastrophic events such as fire, tapes shall be stored in a safe and secure location.

Each network user has a confidential password that allows him/her access to the network and its files. No one is permitted to reveal or share their password with another.

MIS Plan

A Division MIS Plan shall be prepared and updated annually, which shall contain overall MIS policies and goals of the Division. The Executive staff, acting in its role as Systems Review Board (SRB), shall give final approval to the Plan. The implementation of practices outlined therein by the Network Administrator and the MIS Coordinator shall be guided by that Plan.


Alan G. Kaufman, Director
Division of Mental Health Services

DIVISION OF MENTAL HEALTH SERVICES

EQUIPMENT REMOVAL AUTHORIZATION

I REQUEST TO REMOVE THE FOLLOWING EQUIPMENT FROM CAPITOL CENTER

ITEM	MODEL	SERIAL #	TAG #
------	-------	----------	-------

JUSTIFICATION

OFFICE	EMPLOYEE SIGNATURE (PRINT)	EMPLOYEE SIGNATURE	PHONE #
--------	----------------------------	--------------------	---------

EMPLOYEE SUPERVISOR (PRINT)	EMPLOYEE SUPERVISOR SIGNATURE	DATE
-----------------------------	-------------------------------	------

BIOA APPROVAL NAME (PRINT)	BIOA APPROVAL SIGNATURE	DATE
----------------------------	-------------------------	------

RETURN DATE	CONDITION PROPERTY RETURNED IN	BIOA SIGNATURE
	GOOD FAIR POOR	

COMMENTS
