

## 1.1.C.12 Staff Use of State Computers

### I Policy Index:



**Date Signed:** 01/24/2013  
**Distribution:** Public  
**Replaces Policy:** N/A  
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**Office of Primary Responsibility:** DOC Administration

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### II Policy:

Staff member use of state computers, including related hardware and software is governed by the provisions of this policy.

### III Definitions:

#### **Staff Member:**

For the purposes of this policy, a staff member is any person employed by the Department of Corrections (DOC), full or part time, including an individual under contract assigned to the DOC, an employee of another State agency assigned to the DOC, authorized volunteers and student interns.

#### **Offender:**

For the purpose of this policy, an offender is an inmate (in the custody of the DOC institutional system), a parolee (under parole or suspended sentence supervision by South Dakota Parole Services) or a juvenile (either in DOC placement, including private placement, or aftercare).

#### **Hardware:**

The physical parts of a computer or computer system; i.e. keyboard, monitor, printer, etc.

#### **Software:**

Computer programs/instructions created to perform one or a set of tasks. Software also includes anything that can be stored electronically; i.e. information/data.

#### **On-Line System:**

Any mainframe or client/file server application which can be accessed using a computer or computer like device.

### IV Procedures:

#### 1. Approved Use of State Computers:

- A. Use of the state's computer equipment, e-mail system, databases and internet access is limited to official state business.

1. Emergency communications, as well as reasonable and appropriate personal communications are allowed through the state's e-mail system (See Bureau of Human Resources (BHR) [Technology Use Policy](#)).
  2. If a staff member is in doubt about the appropriateness of using the state's e-mail system for a personal communication, the staff member should refrain from doing so.
- B. A staff member may download software that is not on the Bureau of Information and Telecommunications (BIT) standard inventory with the prior approval of BIT.
1. The software must pertain to the staff member's official duties.
  2. The staff member must arrange to have the software properly licensed and registered.
  3. Downloaded software must be used only under the terms of its license. Employees shall comply with software copyright laws.
- C. Only staff members who are authorized to speak to the media, analysts or in public gatherings on behalf of the DOC may speak for, write for, or represent the DOC to any news group or internet chat room (See DOC policy 1.1.A.4 [Relationship with News Media, Public and Other Agencies](#)).
- D. A staff member may publish, add, transmit or upload software licensed to the state or data owned or licensed by the state with the explicit authorization from BIT.
1. Example: The GIS digital orthoquads of South Dakota (data used to produce maps) were purchased and licensed for state use only.
  2. The use of briefing services like Pointcast or any other pushed information software is permitted only with BIT's approval.
  3. Use of instant messaging services is permitted only with BIT's approval.
- E. A staff member may utilize the internet to search for and obtain information pertinent to his/her assigned duties, provided the information is in the public domain.
- F. Staff members may use state computers for reasonable and appropriate personal communications.
- G. Each staff member authorized to use a state computer or to access an on-line system of the DOC is responsible for the maintenance and security of their User ID and password(s) and should not divulge such confidential information to offenders or unauthorized parties.
1. Staff shall change their password if they suspect the confidentiality of their password has been compromised.
- H. Employees using a DOC (state issued) computer or accessing an on-line system shall be responsible for the integrity of the information they update or enter and shall not enter false information or abuse/misuse the information they may obtain from the computer or on-line system.

## **2. Prohibited Use of State Computers:**

- A. Computer games and unlicensed software are not permitted on state computers.

- B. The use of a state computer, e-mail or the internet for harassment, stalking, threatening or other inappropriate or offensive behavior based upon race, color, creed, religion, sex, ancestry, national origin, age, disability or other legally protected status or characteristic is prohibited (See DOC policy 1.1.C.10 [Harassment](#)).
- C. Sexually explicit, lewd, obscene or pornographic material may not be accessed, displayed, archived, stored, distributed, edited or recorded through a state computer.
- D. Staff members cannot use the state's internet facilities to download entertainment software or games, or play computer games against opponents over the internet, or engage in wagering or betting.
- E. Staff members cannot use state computer access to knowingly download or distribute pirated software or data.
- F. Staff members cannot knowingly distribute viruses/worms or bypass any detection system in place on state computers.
- G. Staff members will not knowingly allow offenders to access or view data stored in any format on state computers, except as authorized in DOC policy 1.5.A.7 [Inmate Use of Computers](#).
- H. Staff members will not download offender information (including photos or images of an offender) to a personal computers or any type of storage device for personal or unauthorized use or distribution or use a state computer to improperly divulge or release protected, privileged and/or confidential information pertaining to offenders, employees or the DOC which they may have access to during the course of their official duties.
- I. Staff members can not use state computers to engage in or conduct personal/private or outside business or services, or to search the internet for pleasure or personal shopping.
- J. Staff members can not use a state computer to engage in illegal activities or for uses that are disruptive or harmful to the reputation or business of the state/DOC or reflect unfavorably on the state/DOC, destroy confidence in the operation of state/DOC services or adversely affect the public's trust in the state (See DOC policy 1.1.C.1 [Code of Ethics](#)).
- K. Staff can not use a state computer to promote political or religious activities or for fund-raising (unless agency sanctioned).
- L. Staff can not use a state computer to access/participate in internet chat rooms or unapproved social media sites without prior authorization by their supervisor.

### **3. Use of the E-Mail System for Fundraising:**

- A. The use of the state e-mail system must be consistent with the state [Technology Use Policy](#) and any fundraising done by the staff member during working hours must be consistent with the state policy on [Solicitations on State Premises](#). Working hours for the purpose of this policy shall include breaks and lunch periods if the staff member is on DOC grounds.
- B. Staff members will not use an "all staff" e-mail for fundraising unless it is part of the state's United Way campaign or other special project sponsored or sanctioned by the Executive Branch.
- C. The Warden, Superintendent, Director of Juvenile Community Corrections, Director of Parole or Secretary of Corrections can allow the use of the state e-mail system for limited fundraising.

1. Approval will be made on a case-by-case basis.
  2. The number of people solicited will be kept to a minimum.
  3. Fundraising for local charities will generally be confined to the local area.
- D. Fundraisers for staff members or family of staff members will be coordinated through the Warden, Superintendent, Director of Juvenile Community Corrections, Director of Parole or Secretary of Corrections
1. The Warden, Superintendent, Director of Juvenile Community Corrections, Director of Parole or Secretary of Corrections can authorize the use of the state e-mail system for communication purposes on approved fundraisers.
  2. Authorization will be made on a case-by-case basis.

#### **4. DOC/State Oversight:**

- A. The DOC and the State of South Dakota reserve the right to monitor and block a staff member's access to any internet sites it considers inappropriate.
1. "Inappropriate" internet sites include, but are not limited to, those sites that promote inappropriate, offensive or illegal activity, pornography, personal/romantic relationships, etc.
  2. If a staff member inadvertently comes across an inappropriate site while utilizing the internet, a warning message will typically be received from BIT. A staff member who receives such a warning message should contact his/her supervisor as soon as practical and advise the supervisor of the incident.
- B. The DOC and the State of South Dakota reserve the right to inspect any and all files stored in public or private areas of the State's computers and networks to assure compliance with this policy.
1. Staff members should not expect privacy or confidentiality when using the state's network, state computer (hardware) e-mail system or while accessing the internet.
- C. The DOC and the State of South Dakota reserve the right to monitor any e-mail sent to or from a state computer.
- D. Any software or files downloaded via the internet into the state's network or any state computer becomes the property of the state.

#### **5. Reporting Violations and Disciplinary Action:**

- A. It is the responsibility of every staff member to promptly report any violations of this policy to their immediate supervisor.
- B. Violations of this policy by a staff member may result in disciplinary action, up to and including termination.

#### **V Related Directives:**

DOC policy 1.1.A.4 – [Relationship with News Media, Public and Other Agencies](#)

DOC policy 1.1.C.1-- [Code of Ethics](#)  
DOC policy 1.1.C.10 – [Harassment](#)  
DOC policy 1.5.A.7 – [Inmate Use of Computers](#)  
BHR – [Technology Use Policy](#)  
BHR – [Solicitations on State Premises Policy](#)

## VI Revision Log:

**March 2007:** New policy.

**December 2007:** **Rearranged** the order of the attachments. **Revised** the definition of software. **Added** specific language regarding permitted staff member use of the Internet. **Corrected** the full name of BIT.

**November 2008:** **Revised** formatting of policy in accordance with DOC policy 1.1.A.2. **Deleted** “normally” within ss (A of Approved Use of State Computers) when referencing “normally limited to official state business. **Added** Secretary of Corrections within Use of the E-Mail System for Fundraising. **Revised** other minor grammatical changes throughout policy.

**November 2009:** **Added** hyperlinks.

**November 2010:** Revised formatting of Section I.

**January 2012:** **Deleted** “Non-Public” and **Replaced** with “Public” **Added** F. to Section 1. **Added** “stalking, threatening” to Section 2 B. **Added** “lewd, obscene or pornographic” to Section 2 C. **Added** “or engage in wagering or betting” to Section 2 D. **Added** “including photos or images of an offender” and “or unauthorized” and “or distribution” to Section 2 H. **Added** “or for uses that are disruptive or harmful to the reputation or business of the state or reflects unfavorably on the State, destroys confidence in the operation of State services or adversely affects the public’s trust in the State” to Section 2 J. **Added** K. “Staff can not use state computers to promote political or religious activities or fund raising (unless agency sanctioned)” to Section 2. **Added** L. “Staff can not use state computers to access/participate in internet chat rooms or unauthorized social media sites” to Section 2. **Deleted** “while on duty” and **Replaced** with “during working hours” and **Added** “Working hours include breaks and lunch periods if the staff member is on DOC grounds.” to Section 3 A. **Added** “Director of Juvenile Community Corrections to Section 3 C, D. and D. 1. **Added** “inappropriate, offensive or” to Section 4 A. 1. **Added** 1. “Staff members should not expect privacy or confidentiality when using the state’s network, state computer (hardware) e-mail system or accessing the internet.” to Section 4 B.

**December 2012:** **Added** definition of “On-Line System”. **Added** “Employees shall comply with software copyright laws” to Section 1 B. 3. **Added** “publish, add, transmit” to Section 1 D. **Added** G. and G. 1. and H. to Section 1. **Added** “or use a state computer to improperly divulge or release protected and/or confidential information pertaining to offenders, employees or the DOC which they may have access to during the course of their official duties” in Section 2 H. **Added** “or conduct” and **Deleted** “interests” and **Replaced** with “or services” in Section 2 I. **Added** “without prior authorization by their supervisor” to Section 2 L. **Deleted** “local” in Section 3 C. **Added** “generally” to Section 3 C. 3.

*Denny Kaemingk*

Denny Kaemingk, Secretary of Corrections

01/24/2013

Date