

Appropriate and Acceptable Use of IT Facilities and Resources: Wireless Communications Policy and Procedures

I. Scope of Policy

ITS is dedicated to providing the best possible service to customer agencies and is committed to ensuring that the information system resources of the State and ITS are used appropriately for the purposes intended. This policy governs the use of all computers, data and communication networks, and all related software and hardware administered by ITS. A user is defined as any person employed by ITS including fulltime, part-time, temporary, contractors, and any others authorized to use agency information systems. As with all state resources, all information system resources are to be used for state business purposes.

ITS employees may not directly or indirectly use or allow the use of ITS property of any kind including property leased to ITS for other than state business. In addition, employees shall protect and conserve ITS property, including wireless communications equipment. Wireless communications equipment includes cellular phones, personal digital assistant devices, and standard and two-way pagers, as well as any similar devices that perform some or all of these functions. Employees are hereby notified that ITS will enforce this policy through a variety of methods and may monitor use of wireless communications equipment to assure compliance.

II. Procedures

- Employees shall not download, access, or use prohibited technology on a state-issued device or state-operated network pursuant to the National Security on State Devices and Networks Act (Miss Code Ann. Section 25-53-191). ITS maintains a publicly available list of such prohibited technologies on its website.
- No employee may have more than one wireless communication device assigned and paid for by ITS in compliance with Mississippi Code Annotated, Section 25-53-191. Before a wireless communication device with an active plan is provided to an ITS employee, the ITS Executive Director or their designee must certify in writing the need for the device and associated service.
- Each employee is responsible for working with their supervisor to determine the most cost-effective communication device and/or service for a given role. Each employee is responsible for reviewing and certifying billings for the device and service utilized and for assessing the need for any change in usage patterns and/or plans based on actual utilization and cost.
- Employees must be aware that cellular phone calling plans are selected based on the number of minutes required for the employee to conduct state business. Package minute plans are not to be construed as free minutes and are not provided for personal use.
- Detailed call billing must be provided for all ITS cellular phone accounts. All billings are considered public records subject to disclosure under the Mississippi Public Records Act.
- Each employee is responsible for verifying their billing details on a regular schedule and indicating by signature that the billing is correct, that all calls were work-related, and that the calling plan is still appropriate to the employee's business needs.
- ITS shall not reimburse employees for any charges on personal wireless communication devices.
- Employees should be aware that cellular phone transmissions are not secure transmissions. Confidential information regarding official business should be transmitted from a secure environment.
- Any ITS employee assigned a wireless communication device must indicate their concurrence with this policy in writing. This written concurrence shall be maintained in the employee's personnel file.