

OFFICE OF THE STATE INSPECTOR GENERAL

June 27, 2003

SONNY PERDUE
Governor

JAMES E. SEHORN
State Inspector General

M E M O R A N D U M

TO: Agency Heads

FROM: James E. Sehorn, Georgia State Inspector General

Tom Wade, Acting Executive Director
Georgia Technology Authority

RE: State Policy on Appropriate Use of Information Technology Resources

The state of Georgia provides computers and other technology to its employees so they can conduct work-related duties. In turn, employees are responsible for using technology for legitimate work-related purposes. We are asking you to ensure that your agency's employees understand and follow the provisions of the state policy on appropriate use of information technology resources. A copy of the policy is enclosed.

Among the activities prohibited by the policy are:

- business transactions for the personal gain of a state employee;
- activities in violation of federal, state or local laws and regulations;
- creating, accessing or transmitting materials considered sexually explicit or pornographic, discriminatory, offensive, threatening, harassing or intimidating;
- gambling;
- unauthorized distribution of state data and information; and
- compromising the security of an agency's or the state's data network.

Agencies may establish more stringent policies and procedures regarding their employees' use of IT resources, including the Internet and e-mail. Please assist your employees in understanding and complying with the policy. For instance, stress to your employees that when they use any computer at work, they should have no expectation of privacy. These communications are considered to be state property and may be examined by management for any reason including, but not limited to, security and/or employee conduct. In addition, agencies are responsible for preventing improper disclosure of personal information entrusted to them by Georgia residents. Employees should also understand that violating the policy could result in disciplinary actions, including dismissal and criminal prosecution.

The role of the Office of Inspector General includes taking measures to prevent fraud, waste, abuse and corruption. We are bringing the policy on appropriate use of IT resources to your attention at this time as a preventive measure. As leaders of state government, we all must be concerned about preventing the misuse and abuse of the taxpayers' resources. This would certainly include the state's considerable investment in information technology.

We appreciate your assistance in this effort. Feel free to contact us if you have questions or comments.

Enclosure

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