

Acceptable Use Policy

It is DGS policy that the Department's information assets and resources shall only be utilized by authorized users and for official business of the Department. Authorized users include all DGS employees, DGS contractors and authorized non-DGS third party individuals with access to DGS' information assets and resources. Under no circumstances is a user authorized to engage in any activity that is illegal under local, State, or federal laws, or perform activities in violation of DGS' [Acceptable Use Standards](#), while using or accessing DGS' information assets and resources.

It is DGS policy that authorized users possess no right to privacy when accessing the Department's information assets and resources. DGS continuously monitors and audits the use of its network and equipment, including email and internet activities, and reserves the right to do so without notice. Prior to and as part of the process of gaining access to the computer network, a notification banner informs users of this policy and requires acknowledgement and understanding of it as a condition of accessing the network.

All DGS employees, DGS contractors and authorized non-DGS third party individuals with access to DGS' information assets and resources, must annually acknowledge the policies, standards and procedures by submitting a completed Acceptable Use Acknowledgement Form (provided below).

Purpose:

The Department of General Services issues policies to protect the access, integrity, confidentiality and availability of DGS' information assets and resources, including but not limited to information, facilities, equipment and technology resources.

The purpose of this policy is to establish parameters and inform users that DGS' information assets and resources are intended for official DGS business only.

Persons Affected:

All DGS employees, DGS contractors and authorized non-DGS third party individuals with access to DGS' information assets and resources.

Enforcement:

Violation of this policy may result in disciplinary action up to and including termination from employment.

Authority:

State Administrative Manual Sections 5300.3 and 5320.4
California Government Code Sections 8314 and 8314.5
California Penal Code Section 502

Affected Policy Documents:

This policy, enabled through Administrative Order (AO10-04), supersedes the following policy directives:

Administrative Order 04-10, *IT Acceptable Use Policy*

Administrative Order 04-11, *Email Policies and Procedures*

Administrative Order 05-02, *Acceptable Use of State IT Resources*

Policy References:

Administrative Order 03-13, *Copyright Compliance Policy*

Administrative Order 05-05.1, *Integrity and Security of the DGS Network Environment and Computing Resources*

Information Security and Privacy Manual 203S, *Acceptable Use Standards*

Information Security and Privacy Manual 203P, *Acceptable Use Procedures*

**ACCEPTABLE USE
ACKNOWLEDGEMENT FORM**

I acknowledge that I have read and understand, and will comply with the Department of General Services' *Acceptable Usage Policy, Acceptable Use Standards* and *Acceptable Use Procedures* governing my use of the Department's information assets and resources.

I understand that the consequences for non-compliance may include, but are not limited to, disciplinary action up to and including termination of employment.

PRINTED NAME	PHONE NUMBER
SIGNATURE	DATE
DIVISION	OFFICE/BRANCH