

## TECHNOLOGY RESOURCES POLICY

State technology resources<sup>1</sup> shall only be used in an approved manner.

They shall not be used to:

- Express a political opinion to an elected official unless the opinion is:
  - Within the scope of the employee's regular job duties; or
  - Requested by an elected official or public entity.
- Engage in lobbying an elected official on a personal opinion if the employee is not a registered lobbyist for the public entity;
- Engage in illegal activities or activities otherwise prohibited by federal law or state law; or
- Intentionally override or avoid the security and system integrity procedures of the public entity.

Note: <sup>1</sup> "Technology resources" means:

- The machines, devices, and transmission facilities used in information processing, including computers, word processors, terminals, telephones, cables, software, and related products;
- The devices used to process information through electronic capture, collection, storage, manipulation, transmission, retrieval, and presentation of information in the form of data, text, voice, or image and includes telecommunications and office automation functions;
- Any component related to information processing and wired and wireless telecommunications, including data processing and telecommunications hardware, software, services, planning, personnel, facilities, and training;
- The procedures, equipment, and software that are designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information, and the associated personnel, including consultants and contractors; and
- All electronic mail accounts issued by a public entity.

Legal References: A.C.A. § 25-1-128

Date Adopted:

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