

## Idaho Technology Authority (ITA)

### ENTERPRISE POLICY – P1000 GENERAL POLICIES

**Category: P1060 – STATE-ISSUED IT DEVICES**

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#### **I. AUTHORITY**

Authority: Idaho Code § 67-833

#### **II. ABSTRACT**

This IT device policy is designed to help users understand management's expectations for providing users' State-issued IT devices for use in carrying out their job responsibilities and to help the users use State IT resources wisely.

#### **III. DEFINITIONS**

See ITA Enterprise Guideline [G105](#) (Glossary of Terms) for any definitions.

#### **IV. POLICY**

1. The State of Idaho has the right to monitor the use of State-issued IT devices at any time. Therefore, users should not have any expectation of privacy as to the use of State-issued IT devices.
2. The primary purpose of the State-issued IT devices is to conduct official State business. Users may occasionally use State-issued IT devices for individual, non-political purposes, if such use does not violate the terms and conditions of this policy or interfere with State business and is not restricted by agency policy.
3. Use of State-issued IT devices must comply with ITA Policy [P1040](#) (Email and Electronic Messaging), ITA Policy [P1050](#) (Internet Use and Control), and all other federal, state, or local laws and regulations, Executive Orders, or any other ITA or department adopted policies, procedures, standards, or guidelines.

4. Users of State-issued IT devices may only load or download software approved by ITS or their agency with direct business use and must take all necessary actions to have such software properly licensed and registered as required. Downloaded software must be used only under the terms of its license.
5. Users of State-issued IT devices may not load or download entertainment software or games or play games from any source on State-issued IT devices.
6. The State may inspect all data and files stored, generated, or transmitted on or by a State-issued IT device.
7. Authorized users can be held accountable for unauthorized or illegal use of State-issued IT devices. Such violations of this policy may result in disciplinary action.
8. Authorized users are to ensure access to State-issued IT devices are secure from use by unauthorized users and that access is limited to the user to whom the device is assigned.
9. When a device is no longer needed, the user is no longer providing service to the State, or upon request by the agency, the device shall be returned to the issuing authority.

## **V. EXEMPTION PROCESS**

Refer to ITA Policy [P1010](#) (Information Technology Policies, Standards, and Guidelines Framework).

## **VI. REFERENCE**

- The guideline for employee personal computer use is detailed in the ITA Guideline [G540](#) (Mobile Devices).
- ITA Enterprise Policy [P1040](#) – Email and Electronic Messaging
- ITA Enterprise Policy [P1050](#) – Internet Use and Control

## **CONTACT INFORMATION**

For more information, contact the ITA Staff at (208) 605-4064.

## **REVISION HISTORY**

08/04/24 – Title was updated from “Employee Personal Computer Use” to “State-Issued IT Devices”; Definitions were moved to G105 ITA Glossary; Revisions made to sections 2, 4, 5, and 9.

05/30/19 – Revised to modernize Section II.

07/01/18 – Updated Idaho statute references.

04/05/18 – Modernized terminology and definitions.

07/16/14 – Updated Section I. Authority to be consistent with Idaho statute.

07/01/13 – Changed “ITRMC” to “ITA”.

6/16/09 – Added Exemption Process and Procedure Reference to this policy; changed the layout and deleted Timeline.

11/15/06 – Updated Authority section to reference Executive Order 2005-22.

Date Established: October 17, 2001