

Maryland Military Department

IT Equipment and Electronic Communications Policy

1. Purpose of this Policy

The purpose of this policy is to provide guidance to users of Military Department IT equipment and electronic communications to ensure the safe, appropriate use of that equipment and electronic communications, and is intended to replace Policy Letters 1, 2, 3, and 4 dated 9/12/2002.

2. Scope

This policy applies to anyone accessing Military Department IT equipment and electronic communications.

3. IT Equipment

IT equipment includes any device controlled by the Military Department that stores, processes, or transmits electronic data or communications. Examples include but are not limited to: desktop and laptop computers, internal or external hard drives, removable media, mobile phones and devices, telephones, network routers and switches, printers, fax machines and scanners.

4. Electronic Communications

Electronic communications are those that occur on or through IT equipment. Examples include but are not limited to: email, voice mail, text messages, instant messaging, file transfers and storage, internet browsing, telephone calls, video chats, and internet message board postings.

5. Purpose and Ownership

The sole purpose of IT equipment and access to electronic communications is to support the business of government and the operation of the Military Department. The equipment, any business or access accounts, associated phone numbers, created or stored files, and any communications are property of the Military Department and the State. Users should have no expectation of continued access to these after leaving employment by the Military Department, or when job functions no longer require such access. Any data, files, or software which are not legally owned or licensed by the State of Maryland or the Military Department may not be stored on or transmitted through Military Department equipment and electronic communications.

6. Personal Use

Use of IT equipment and electronic communications for other than official Military Department business is discouraged and is prohibited if such use violates laws, other state policies and guidelines, or standards of conduct. Personal use of equipment and communications is also prohibited if such use causes disruption of official business operations or is prohibited by the user's supervisor. Any monetary costs incurred by personal use of State resources will be the sole responsibility of the user.

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7. Privacy

The Military Department reserves and will exercise the right to review, to audit, to intercept, to access, and to disclose all matters on the Agency's electronic communications systems at any time, with or without notice to its users, and that such rights may be exercised during or after normal working hours and even if the electronic communications appear to have been deleted from the systems. Users should have no expectation as to the privacy or confidentiality of any electronic communications transmitted, received or stored in conjunction with the usage of the Agency's electronic communications systems.

8. Unauthorized Access

Users may not access or attempt to access information, data, or systems they are not authorized to access. They may not provide access to information, data, or systems to unauthorized people, including friends and family. They may not disclose their access credentials to other people. They may not use access credentials that are not their own. Users must immediately report any suspected or verified compromise of their system access credentials to their supervisors or Military Department IT personnel.

9. Unauthorized System Modifications

Users are prohibited from modifying IT equipment and systems. This includes attaching or installing unauthorized internal or external hardware, installing unauthorized software, disabling or bypassing system monitoring tools, changing system settings or configurations in unauthorized ways, or attaching unauthorized devices to State owned communication networks. The Military Department reserves the right to remove, modify, confiscate, or destroy any unauthorized equipment, software, or system modifications at any time with or without notice.

10. Passwords

Passwords should contain upper and lower case letters and make use of special characters when possible. They should not be words in any language, should not be based on personal information, and should not be written down or stored online. Employees should not use the same passwords for Agency accounts that they use for personal accounts such as their personal email or social media accounts. Users should never reveal their passwords to anyone under any circumstances.

11. Equipment Security

Employees are personally responsible for any IT equipment assigned to them and are expected to keep that equipment secure at all times. Installed IT equipment, or equipment intended for use in one location, may not be removed from the installed location without IT approval. Employees must bring laptops and other devices intended to be used at multiple locations to IT personnel as required for inspection and maintenance. Mobile phones and other personal IT devices should be in the possession of the assigned employee at all times. An IT representative or Accountable Officer should complete the table on the last page of this document to account for all IT equipment except mobile devices assigned to the designated employee. Mobile devices should be accounted for using the "Maryland Military Department Mobile Devices and Services Policy".

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12. Violations

Violations of these policies may result in disciplinary action, up to and including termination of employment or contract.

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Assigned Equipment List and Acknowledgment

Assigned Equipment

Manufacturer	Model	Description	Serial No.	Tag No.

Employee Acknowledgement

I acknowledge that I have been provided a copy of the Maryland Military Department IT Equipment and Electronic Communications Policy and that I have read and understand that policy. I also acknowledge that I am responsible for the security of the equipment listed above as well as any other Agency equipment assigned to me that may not be documented here, and that I may be required to reimburse the Agency for the cost of any assigned equipment that I fail to return when required to do so.

Employee Name:	Signature:	Date Signed:

IT Representative or Accountable Officer Acknowledgement

I acknowledge that the equipment detailed in the "Assigned Equipment" table is in the possession of the employee listed above.

Name:	Signature:	Date Signed: