

Policy Communiqué #07--07 Pennsylvania Information Technology Acceptable Use Policy

**Title:** Pennsylvania Information Technology Acceptable Use Policy

**Priority:** **HIGH**

**Category:** Informational

**Action Required:** **Yes**

**Response Required:** **Yes**

**Purpose:**

To advise CCISs that all staff that are authorized users of Commonwealth Information Technology (IT) resources must review the attached Management Directive, complete and sign a copy of the Commonwealth's Information Technology Acceptable Use Policy. Signed forms must be received at Headquarters no later than close of business on Friday, June 29, 2007.

**Discussion:**

Attached is a copy of Management Directive: Commonwealth of Pennsylvania Information Technology Acceptable Use Policy. **Every person in your CCIS who is authorized to use Commonwealth internet access and e-mail is required to review this directive and sign the user agreement form.**

The Management Directive states that this policy is established to provide authorized users with guidelines for, restrictions upon and standards for acceptable use of IT resources. This directive applies to all authorized users in all agencies including contractors/grantees, under the Governor's jurisdiction that have access to Commonwealth IT resources. Signing the attached Commonwealth IT Resources Acceptable Use Policy User Agreement is mandatory. CCIS Directors will be responsible to assure all Commonwealth IT users have signed the agreement.

**Next Steps:**

- 1) Open the attached Management Directive document
- 2) Make copies for each person on your staff who is an authorized user of Commonwealth Technology
- 3) Each staff person must read the directive, then complete and sign Enclosure Three, Commonwealth Contractor or Consultant User Agreement
- 4) Collect all completed signed agreements
- 5) Send original signed copies as one package to:  
Dept of Public Welfare & Education  
Office of Child Development & Early Learning  
ATTN: Crystal Newberry  
333 Market Street, 6<sup>th</sup> floor, Harrisstown II  
Harrisburg, PA 17101

- 6) Package must arrive at OCDEL Headquarters by Friday, June 29, 2007
- 7) Direct questions to your Subsidy Coordinator

Obsolete