

Workforce Solutions Texoma

Information and Technology Security Policies

Users Outside the Workforce Solutions Texoma System



POLICY:

DEFINITION OF "OUTSIDE USER"

For the purpose of this policy, "Outside User" is defined as anyone not employed by the Texoma Workforce Development Board, or the Board's One Stop Contractor. This includes "System" Partners as defined in the Texoma Workforce Development Board Fee for Services Policy.

DEFINITION OF THE WORKFORCE SOLUTIONS TEXOMA TECHNOLOGY NETWORK

The Workforce Solutions Technology Network includes all:

- Desktop Personal Computers,
- Laptop Personal Computers,
- Printers
- Electronic Projectors,
- Local Area Network (LAN)
- Servers

USE OF WORKFORCE SOLUTIONS TEXOMA TECHNOLOGY EQUIPMENT

Workforce Solutions Texoma maintains up-to-date technology equipment and offers the use of that equipment to individuals and organizations who are working in one or more of the Workforce Solutions Texoma Workforce Centers.

In order to receive permission to use Workforce Solutions Texoma Technology Equipment, Outside Users must:

- Complete the Workforce Solutions Texoma Room / Equipment Usage Agreement and indicate they are requesting access,
- Complete a Workforce Solutions Texoma Technology Access Request for Users Outside the Workforce Solutions Texoma System indicating what type of access they will need, and
- Provide at least 24 hours advance notice.

DEFINITION OF ACCESS TO THE WORKFORCE SOLUTIONS TEXOMA TECHNOLOGY NETWORK

Access Includes:

- Attaching a laptop computer of any kind, not owned and controlled by Workforce Solutions Texoma to the Workforce Solutions Local Area Network (LAN) by means of a network cable, or a wireless network connection, or
- Inserting a temporary storage device of any kind including floppy discs, compact discs (CD's), portable flash drives, or any other portable memory storage device into any Workforce Solutions Texoma Desktop or Laptop Personal Computer.

RECEIVING PERMISSION TO ACCESS THE WORKFORCE SOLUTIONS TEXOMA TECHNOLOGY NETWORK

Workforce Solutions Texoma prefers Outside Users utilize technology equipment already in place, however outside equipment may be used with proper prior permission. In order to receive permission to attach outside equipment or access the Workforce Solutions Texoma Technology Network, Outside Users must:

- Complete the Workforce Solutions Texoma Room / Equipment Usage Agreement and indicate they are requesting access,
- Complete a Workforce Solutions Texoma Technology Access Request for Users Outside the Workforce Solutions Texoma System indicating what type of access they will need,
- Provide at least 24 hours advance notice, and
- Allow Workforce Solutions Texoma Information Technology Personnel to inspect any outside laptop computer or external storage device, or software, including performing virus scan and other diagnostic tests to prevent damage to the Workforce Solutions Texoma Network.

Upon completion of a virus scan and/or other diagnostic tests, Workforce Solutions Texoma Information Technology Personnel will provide written notification regarding whether permission for the equipment, storage device, or software to be attached to the Workforce Solutions Texoma Technology Network is granted or denied.

Attaching laptop computers to Workforce Solutions Texoma's computer network or projectors, or loading outside software or applications on Workforce Solutions Texoma's network will be done only by Workforce Solutions Texoma personnel.

REPEATED ACCESS TO THE WORKFORCE SOLUTIONS TEXOMA TECHNOLOGY NETWORK

Each occurrence of access to the Workforce Solutions Technology Network will be treated separately. Once connected to the Workforce Solutions Texoma Technology Network, if any equipment, storage device, or software is disconnected, it must be submitted to the Workforce Solutions Information Technology Staff for thorough virus scan, and diagnostic testing before being re-connected.

ACCESSING THE WORKFORCE SOLUTIONS TEXOMA TECHNOLOGY NETWORK WITHOUT PERMISSION

Attaching any type of equipment, storage device, or software to any Workforce Solutions Texoma desktop or laptop computer or network, without the express written consent of Workforce Solutions Texoma Information Technology personnel will constitute a violation of this policy and may result in organizational, civil, or criminal action and/or the termination of my relationship, or the relationship of my organization, with Workforce Solutions Texoma including permanent exclusion from the Workforce Solutions Texoma Technology System.

LIABILITY

Outside users are liable for any damages caused to Workforce Solutions Texoma Technology Equipment or Network, including, but not limited to:

- Damage to any computer, printer, projector, or other piece of equipment due to misuse, neglect, malicious intent, or negligence during their use of said equipment, or
- Damage to any part of Workforce Solutions Texoma's Local Area Network including equipment or files due to misuse, neglect, malicious intent or negligence during their use of said network

All outside users of Workforce Solutions Texoma Technology Equipment or Network must be informed of this policy in writing and must sign acknowledging their receipt, understanding of, and agreement with, this policy prior to being granted permission to use Workforce Solutions Texoma Technology Equipment or Network.

Workforce Solutions Texoma is an equal opportunity employer/program.
Auxiliary aids and services are available, upon request, to individuals with disabilities.