

**ARKANSAS FORESTRY COMMISSION (AFC)
ELECTRONIC COMMUNICATIONS and INFORMATION TECHNOLOGY
POLICY & PROCEDURE
§ 185**

COMMUNICATIONS

1. AFC electronic communications equipment, including any type of phone and AFC issued radios are business tools.
2. Personal use of phones should be minimal.
3. Long distance personal calls may not be charged to the AFC.
4. Avoid operator-assisted calls and operator information services.
5. The AFC will not tolerate the use of any communications system to defame or harass any person. Employees may not use these systems for personal gain or to broadcast personal agendas.
6. AFC issued radios will not have frequencies changed or added or the radio modified in any way without permission of the AFC Communications Manager.
7. Contact the AFC Communications Manager regarding repair or disposal of AFC communications equipment.

INFORMATION TECHNOLOGY

1. The AFC provides computers and other electronic devices; such as cell phones and data recorders, as tools.
2. All computers, electronic devices, and software provided to operate such devices belong to the AFC. All software used on these devices must be licensed to the AFC.
3. All data created or stored on AFC electronic devices (E-mails, computers, data recorders, or storage devices) is the property of AFC and may be viewed by AFC supervisors. This information is potentially subject to public inspection and copying under the state Freedom of Information Act (“FOI”), Ark. Code Ann. § 25-19-101 et seq.
4. Employees will ensure that computers are protected from unauthorized access by logging off when leaving their workstation for extended periods during the workday and at the end of each workday.
5. Employees may not use computers or electronic devices for personal gain, to broadcast personal agendas, or to view pornography.

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6. Maintain assigned computers by insuring that computers are updated and that all problems are reported to the AFC Information Technology (IT) Manager.
7. Password protection is required by state law. Users will properly maintain passwords and only provide passwords to supervisors or staff with a need to know.
8. AFC employees **will not load any software or hardware** on AFC computers without authorization from the AFC IT Manager. The AFC abides by all software, warranty, licensing requirements, and copyright laws. All requests for services on AFC computers will be reported to the AFC IT manager via E-mail.
 - a. The AFC strictly forbids the use of the following programs on its computers: P2P programs (limewire, I-tune, Napster, on-line dating, *et cetera*), and instant chat programs (Yahoo chat, MSN Instant Messenger), and computer games including Internet games.
 - b. Employees may follow official state government postings on social networking sites; however, personal use of state computers and non-work comments/postings on social networking Internet sites during employees' scheduled work time is a violation of policy. Playing on-line games is also a violation of policy.
9. AFC employees who load software or hardware without authorization are responsible for any damage that may occur to AFC property.
10. The software standards for AFC computers are:
 - a. operating system – Windows 2007 or Windows Vista
 - b. word processing - Windows Office 2007, 2010, or 2013
 - c. Internet – Windows Explorer 8, 9, or 10
 - d. E-mail - Windows Microsoft Office Outlook/Web mail
 - e. Antivirus software – Microsoft Security Essentials, Symantec end point protection 12, 12.5
11. AFC employees transferring data from outside the local area network to any other source must encrypt their credentials, including logon IDs and passwords. Data on all portable media and electronic devices, such as laptops, PDAs, flash drives, CDs, DVDs, or any external storage device, shall be encrypted. To access such data AFC uses the following: VPN and/or Windows Terminal Server or Dial-up, into the state network. **THIS IS ONLY FOR CLASS C OR D DATA (SSN or personal information)**. AFC employees must follow SS-70-001 Data and System Security Classification Standard found on the Arkansas Department of Information Services website.
12. Contact the AFC IT Manager regarding the repair or disposal of AFC information technology equipment.

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13. This AFC Electronic Communications Policy § 185 supersedes all earlier AFC § 185 policies and interpretive memoranda, which are hereby repealed.