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OAC: _____
COA: _____
CFSR: _____
Board: _____
Other: _____

Next Review Date: 4/2021

Last Reviewed: 4/2018

Review Responsibility: Director of Information Technology

FCCS PROCEDURE

NO.: 12C.4

**SUBJECT: ATTACHING PERSONAL DEVICES
TO AGENCY COMPUTERS**

Approved by: Executive Council

Effective Date: February 25, 2010

Date(s) of Revision: Jun 17, 2013; Apr 24, 2018

Responsible for Implementation: All Staff

Attaching Personal Devices to Agency Computers

Information Technology (IT) is tasked with protecting the security of data stored in the agency's information technology systems. IT must preserve the security and confidentiality of the agency's data especially the private information about the families and children we serve.

Agency employees are prohibited from connecting their personal devices and non-agency issued devices to an agency computer, including for webinar training, conference calls or any other business purpose. Personal devices and non-agency issued devices include but are not limited to cell phones, smart phones, thumb drives, SD cards, CD/DVDs, digital cameras, or any type of external drive. Plugging personal devices (i.e. cell phones/smart phones, etc.) to an agency computer for charging purposes is also prohibited. Personal devices are defined as any device not issued by the agency.

Personal wired audio headphones are allowed to be used with agency equipment for business purposes; however, *any wireless or Bluetooth headphones that utilize the agency network is prohibited due to security reasons.*

Procedures:

To request agency approved devices or have professional material scanned for viruses before use (i.e. flash drives from Annie E. Casey Foundation, etc.) please reference the Requesting Equipment policy, 12B1.

If you need assistance with disconnecting a device, please contact the IT Service Desk at 275-2534 or send an email to ITServiceDesk@fccs.us.