



# West Virginia Department of Transportation Policy:

## **PROPER USE OF TECHNOLOGY**

*Issued by the Secretary of Transportation*

**Policy No: DOT 1.10**

**Issue Date: 12/15/2007**

**Revised: 07/25/2022**

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### **1.0 INTRODUCTION**

Modern technological advances have provided many benefits to the Department of Transportation (DOT). They allow the DOT to maximize the efficiency and productivity of its workforce by processing information more quickly, with greater accuracy, and with less effort than ever before. These advances include but are not limited to: computers; printers; software; video imaging or duplication equipment; facsimile (FAX) machines; cameras; telephones (landline, cellular and camera); handheld devices (two-way mobile radios, personal digital assignments, etc.); electronic mail (e-mail); the DOT network; the DOT intranet; and the internet (world wide web).

The Department of Administration, Office of Technology is charged with the development and control of technological resources. Within the DOT, the Chief Technology Officer is charged with fulfilling these responsibilities and with formulating relevant policies.

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### **2.0 SCOPE**

This policy informs DOT employees of their role in using and observing proper requirements for the safety and security of DOT technological resources.

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### **3.0 POLICIES**

#### **3.1 AUTHORIZED USE**

Subject to supervisory discretion, employees are authorized to use information technology that are necessary or appropriate to perform their job functions.

The use of any DOT computer or other technological equipment constitutes consent to these policies. There is no right to privacy in these systems and equipment, their consent, or use.

#### **3.2 PROHIBITED USES**

Certain use of state-owned technological equipment is prohibited, including but not limited to the following activities:

- A. Using for, or in support of, unlawful, improper, or prohibited activities defined by federal, state, and local laws, rules, regulations, applicable state agency policy, or agreements governing software licensing, copyright.
- B. Accessing, sorting, or transmitting potentially threatening, offensive, or harassing information (messages, images, or other media), including but not limited to: material that could be construed as insulting, abusive, threatening, offensive, obscene, pornographic, profane, sexually oriented

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or sexually explicit, defamatory, harassing, or discriminatory, or otherwise inappropriate or illegal.

- C. Distributing any confidential data and information without proper authorization or cause.
- D. Attempting to gain unauthorized access to any system, resource, or equipment.
- E. Using technological resources without authorization or for an unauthorized or improper purpose.
- F. Using someone else's password or sharing a password with anyone else without authorization.
- G. Attempting to undermine network security, to impair network functionality, or to bypass restrictions set by system administrators.
- H. Releasing any type of virus or harmful computer program.
- I. Attempting to use system privileges after transfer or termination.
- J. Distributing "junk" mail including but not limited to: pyramid schemes, chain letters, jokes, advertisements, unauthorized solicitations, and non-business related hyperlinks, pictures, or media files.
- K. Encrypting any e-mail communication without authorization.
- L. Broadcasting e-mail messages without authorization, as described in §3.4.D of this Policy.
- M. Using agency e-mail to create non-business online shopping accounts, subscriptions, newsletters, newsgroups, and the like, or to send/receive non-business e-mail or update.
- N. Conducting private or personal activities for personal gain or profit.
- O. Conducting not-for-profit activities, including non-government-related fundraising or public relations activities such as solicitations for religious and political causes, campaign activities or political activities of a partisan nature.
- P. Using agency resources, including but not limited to email, computers, and the agency internet connection for personal and non-business reasons and in a manner or with such frequency that would tend to interfere with the performance of official duties or create a reasonable perception of such interference.

### 3.3 **PRIVACY, AGENCY ACCESS, AND MONITORING OF EMPLOYEE COMMUNICATION AND AGENCY RESOURCES**

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### A. **PRIVACY**

The DOT's computers and other technological resources, as well as the network, DOT's email system and internet access, are for official use. Therefore, any information placed, created or transmitted in or through any of these resources belongs to the DOT, and that information, as well as any information accessed from these resources, may be monitored, searched, accessed, used, disclosed, and/or preserved by the DOT. The assignment or use of a User ID and/or password is not an indicator of privacy.

### B. **WHO MAY REQUEST**

DOT Agency Heads, Commissioners, Division Directors and District Mangers may request that employee communications and the resources used therefore be monitored, searched or accessed. (See Request Form).

### C. **CONTENT OF REQUESTS**

Requests should be in writing and signed by the requesting party. Requests should include, when reasonably available and applicable, identification information, author, recipient, date, subject, file name, description of content, etc. and a brief description of the reason(s) access or monitoring is requested. (See Request Form)

### D. **REQUEST PROCESS**

#### 1. DOT

a. General Rule: Except as noted below, written requests must be directed to the Director of Transportation Human Resources (HR) Division. Upon receipt, the HR Director, or his or her designee, will confer with the Director of Legal Division, or his or her designee. If the designated parties agree to grant the request, the Director of HR will forward the approved request to the Chief Technology Officer, his or her designee, or other appropriate party for execution. If the designated parties agree that the request should be denied, authorization will be refused. If the designated parties disagree regarding treatment of the requests, the Secretary of the DOT or his or her designee, shall determine the outcome of the request.

#### b. EXEMPTIONS:

i. Legal: If litigation in any form is pending, anticipated, or probable, in the sole judgement of the Director of the Legal Division, he or she may authorize and

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instruct the Chief Technology Officer, or his or her designee, to monitor, search, access, use, disclose, and/or preserve any and all forms of electronic communication or information of potentially involved or interested parties.

- ii. Immediate Access: If immediate access is desired, the requesting party should contact the Director of Transportation HR Division or Chief Technology Officer by telephone, who shall determine the outcome of the request.

### 3.4 **BROADCASTING E-MAIL MESSAGES**

If using a standard mailing list from the selection of lists provided by Information Technology Division or any list of an employee's own creation, one must have permission from the manager of the organization to which the list pertains.

For example, if an employee wishes to use the list named "Everybody in DOT," the employee must have permission from the office of the Secretary of DOT. Likewise, selecting the "DOH" or "DMV" lists require permission from the office of the Commissioner of Highways or the Commissioner of Motor Vehicles, respectively.

Finally, anytime an employee is using a distribution list or other multiple users are included in an email, the employee must ensure that all the recipients have a reasonable need to see the message being sent. The employee must include a disclaimer: If you received this email in error notify the sender prior to deleting the email, do not "reply all".

### 3.5 **INQUIRIES AND POTENTIAL INFRACTIONS**

Because employees are charged with full compliance with this Policy, it is critical that they resolve any issue regarding interpretation or application by first consulting their organizational supervisors or their respective designees.

Each DOT employee is responsible for reporting any violation of DOT or Office of Technology polices to his or her immediate supervisor. If the employee feels that his or her supervisor is not making an adequate effort to address the situation or is involved in it, he or she should report the issue(s) directly to the Director of Transportation HR Division. This reporting should be done as discretely as possible.

### 3.6 **MAINTAINING SIGNED INFORMATION TECHNOLOGY POLICY ACKNOWLEDGEMENT STATEMENT**

All DOT employees must sign the Proper Use of Information Technology Policy Acknowledgement Statement. Once the statement has been reviewed, completed and signed, it must be maintained in the employee's personnel folder at each organization.

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### 4.0 PENALTIES

Any violation of this policy may result in disciplinary action, up to and including dismissal.

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### 5.0 APPENDICES

#### 5.1 PROPER USE OF INFORMATION TECHNOLOGY POLICY ACKNOWLEDGMENT AGREEMENT

**PROPER USE OF INFORMATION TECHNOLOGY POLICY  
ACKNOWLEDGEMENT STATEMENT**

The Department's computers and other technological resources and equipment, as well as the network, DOT'S email system and internet access, are for official use. Therefore, any information placed, created, or transmitted in or through any of these resources belongs to the DOT, and that information, as well as any information accessed from these resources, may be monitored, searched, accessed, used, disclosed, and/or preserved by the DOT. The assignment or use of a User ID and/or password is not an indicator of privacy.

The use of any DOT computer or other technological equipment constitutes consent to these policies. There is no right of privacy in these systems and equipment, their content, or use.

This document certifies that I have read and understand to abide by the requirements set forth in the West Virginia Department of Transportation Volume I, Chapter 10 - Proper Use of Information Technology policy. As an employee of the West Virginia Department of Transportation, I agree to comply with these policies and acknowledge that I am personally liable for misuse or abuse of the agency's computers or other technological resources. I understand it is my responsibility to comply with these policies and specifically, avoid the prohibited uses and/or review my current use to make sure it complies with the current procedures.

NAME (print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

LAST FOUR (4) DIGITS OF SOCIAL SECURITY NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

ORGANIZATION NUMBER: \_\_\_\_\_

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### 5.2 WVOT-PR1001 FORM

Requesting a Technical Investigation of an Employee **Sections 1 through 3 must be filled out by Supervisors or Managers Only**	
<b>Section 1</b> 1. Supervisor or Manager Requesting Investigation _____ 2. Title _____ 3. Agency _____ 4. Phone # _____	
<b>Section 2</b> 1. Name of Individual to be Investigated _____ 2. Email _____ 3. Userid _____	
<b>Section 3</b> 1. Purpose of Investigation or Suspected Violation (see 4.1.3 of WVOT-PR1001, attach additional pages if necessary to explain) <div style="border: 1px solid black; height: 40px; width: 100%;"></div> 2. Interval of Investigation From _____ To: _____ 3. Report Due Date _____	
<b>Section 4</b> This section must ONLY be filled out by a Cabinet Secretary, a Commissioner, an Office Director, the Office of Special Investigations, or an Equivalent Authority: 1. Has the Technical Investigations procedure been read and understood? ___ Yes ___ No 2. Has the requestor provided sufficient information to initiate this investigation? ___ Yes ___ No 3. Does your Agency require Legal and/or Personnel approval for investigation actions? ___ Yes ___ No 4. If so, has this request been approved by your Agency Legal and/or Personnel Dept.? ___ Yes ___ No 5. (Print) Name _____ 6. Agency _____ 7. Email _____ 8. Phone _____ 9. Signature _____ 10. Date _____ <small>This form must be forwarded to the Chief Information Security Officer (CISO) along with ALL supporting documentation. Send by Fax: (204) 558-1351 OR Mail: Office of Technology, One Davis Square, 321 Capitol Street, Charleston, WV 25301, Attn: CISO</small>	
<b>Section 5 – ***Internal Use Only***</b> 1. Has the investigator verified the authorizing signature? ___ Yes ___ No 2. Signature of Investigator _____ 3. Date _____	

## 6.0 RELEVANT FORMS/DOCUMENTS

6.1 PROPER USE OF INFORMATION TECHNOLOGY POLICY ACKNOWLEDGMENT AGREEMENT

<https://transportation.wv.gov/employees/DOTForms/DOT-ITPolicyAcknowledgement.pdf>

6.2 WVDOT-PR1001; REQUESTING A TECHNICAL INVESTIGATION OF AN EMPLOYEE

<https://transportation.wv.gov/employees/DOTForms/WVOT-PR1001.pdf>

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### 7.0 CHANGE LOG

July 25, 2022

Formatted to current standards; added form for employees to sign as well as link to each form.

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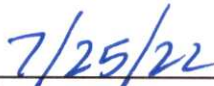
**Effective Date of Policy: 07/25/2022**

Approved by:



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Jimmy D. Wriston, P.E.  
Secretary of  
Transportation  
Commissioner of  
Highways



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Date

\*The Secretary of the West Virginia Department of Transportation or the Commissioner of Highways may, pursuant to the authority vested with the Secretary and Commissioner in W. Va. Code §5F-2-2, §17-2A-1 *et seq.*, and §17-2-1 *et seq.*, waive the requirements of this policy if the circumstances, in the Secretary or Commissioner's sole discretion, warrant such action.