

# **PERSONNEL POLICY**

IS Team Approval: March 15, 2007, 6-Yes w/4 Absent

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## **Policy**

The Oklahoma Department of Career and Technology Education (ODCTE) is required by the Oklahoma Office of State Finance to adhere to the policies, procedures and guidelines set forth in the, "State of Oklahoma Information Security Policies, Procedures and Guidelines" manual (ISPPGM). On behalf of ODCTE, the Information Security Team in conjunction with Systems Design and Computer Services, the Technical Advisory Board and the State Director, have adopted agency implementations for the policies in the ISPPGM. Each of our implementations contain at least the minimum requirements set forth by the ISPPGM for the security of our information as well as procedures, guidelines and best practices for the protection of the agency's technology and information assets. As such, they apply equally to all employees, contractors, and any entity that uses agency Hardware, Software, Communications and Information Assets.

The ODCTE implemented policies may be found at the following link:

<http://divisions.okcareertech.org/sdcs/policies>

**OR**

<http://insideview.okcareertech.org>

Divisional Forms and Services

SDCS

ODCTEs Implementation of OSF Information Security Policy

Further information may be obtained by contacting Computer Support.

## **Violation**

Violation of these policies may result in the suspension of equipment, access privileges, and/or disciplinary actions including dismissal. Where illegal activities are found, the ODCTE will cooperate fully with the appropriate law enforcement entities.

For assistance with this policy, please contact Computer Support.