Acceptable Use Policy (The IRUA)

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IOT-CS-SEC-008

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9/1/2017

Policy
00.0 Introduction
  00.4 Policy Acknowledgement

Purpose
To improve the state's information security and guide state employees regarding appropriate use.

Scope
IOT Supported Entities

Statement
IOT develops and documents an enterprise-wide Acceptable Use Policy (AUP) known as the Information Resources Use Agreement (IRUA) that is approved by Senior leadership of the organization. All Executive Branch personnel, employees and long term contractors (greater than 30 days), are required to confirm that they understand their information security responsibilities by acknowledging, electronically in PeopleSoft, that they agree to abide by the terms in the IRUA. If electronic acceptance is not possible, agencies may use a written version as a substitute as long as it is signed by the individual and the paperwork is maintained by the agency.

The IRUA details the permitted information resource uses and user activities and the makes clear there are consequences of non-compliance. The IRUA can be accessed online at [http://in.gov/iot/IRUA.htm](http://in.gov/iot/IRUA.htm).

Roles
All Personnel

Responsibilities
All personnel must read, understand and acknowledge agreement to terms in the IRUA.

Management Commitment
Management shall ensure that personnel (including long-term contractors) are meeting the requirements of this control standard.

Coordination Among Organizational Entities
Agency shall coordinate with IOT Security and/or HR in regards to compliance.

Compliance
Personnel that are outside of the 30 day window are considered out of compliance and shall have access to devices shut off.
Exceptions
No exceptions.

Associated Links
Http://in.gov/iot/IRUA.htm

Associated Documents
Information Resources Use Agreement (IRUA)