



ACCEPTABLE USE OF DEPARTMENT INFORMATION TECHNOLOGY RESOURCES ACKNOWLEDGMENT

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LEGAL DIVISION
SFN 1972 (9-2024)

I have read Chapter 16 of the Department's Human Resource Policy Manual, "*Acceptable Use of Information Technology (IT) Resources*", and I understand and agree to comply with all of the terms and conditions set forth therein. I agree that any public business record and information system activity created while conducting Department business with Department IT resources, as well as with personally owned mobile devices authorized by the Department and NDIT, is the property of the Department, except for those items whose ownership is protected by law.

I further understand that Department IT resources and authorized Department owned mobile devices shall be used primarily to conduct Department business and to provide services to the citizens of North Dakota.

Department owned mobile devices and personally owned mobile devices with mobile device management software installed shall only be used for legal purposes and shall not be used in any public business manner or for any purpose that is illegal, dishonest, disruptive, threatening, damaging to the reputation of the Department, inconsistent with the mission of the Department, or likely to subject the Department to liability.

I understand that the Department reserves the right to monitor and log all public business records and information system activity including email and Internet use, with or without notice, and therefore I should have no expectations of privacy in the use of these resources.

Employee Name (print)	
Division/Facility	
Employee Signature	Date

I certify that the above employee has read Chapter 16 of the Department's Human Resource Policy Manual, "*Acceptable Use of Information Technology (IT) Resources*".

Supervisor Name (print)	
Division/Facility	
Supervisor Signature	Date