

**OHIO BOARD OF PSYCHOLOGY  
POLICY AND PROCEDURE MANUAL**

**SECTION 10: ADMINISTRATIVE POLICIES AND PROCEDURES**

**POLICY 10.9 I.T. GOVERNANCE, SECURITY, ASSET MANAGEMENT, AND RESOURCE USAGE**

**PRIOR DATES EFFECTIVE: JUNE 1, 2004; JUNE 22, 2006**

**AMENDED AND EFFECTIVE: JULY 15, 2013**

**REVIEWED AND APPROVED**



Ronald Ross, Ph.D.  
Executive Director

Brad Hedges, Ph.D.  
President

**References:**

Department of Administrative Services (DAS) Office of Information Technology (OIT): IT Governance "A Series" Policies ITP-A.1 and ITP A.26; Security Standard ITS-SEC-02, replacing the "B Series"; IT Project Lifecycle "D Series" Policy ITP-D.4; IT Asset Management "E Series" Policies ITP-E.1, ITP-E.8, and State of Ohio Business Continuity Planning Guideline; Internet/Intranet "F Series" Policies IT-06, ITP-F.3, and ITP-F.35; and, Telecommunications (H Series") Polices ITP-H.2 and ITP-H.6.

**POLICY**

The purpose of this policy is to adopt DAS OIT Policies to maintain the integrity and stability of the State Board of Psychology's computer and network hardware, software, data and related services. This policy also informs all Board employees of their responsibilities and roles in using State of Ohio IT Resources for the purpose for which they were acquired.

The Board hereby adopts and incorporates herein DAS OIT Policies ITP-A.1, ITP A.26, ITS-SEC-02, ITP-D.4; ITP-E.1, ITP-E.8, the State of Ohio Business Continuity Planning Guideline, IT-06, ITP-F.3, ITP-F.35, ITP-H.2, and ITP-H.6, all of which are attached to this policy.

**PROCEDURE**

All employees shall sign the attached Compliance form and the signed copy shall be maintained in their personnel file. All employees are responsible for reading and understanding these IT policies and complying relevant requirements.

## STATE BOARD OF PSYCHOLOGY

### Employee I.T. Resource Usage Software Copyright Compliance Use of Internet & Email Use of State Telephones

Each employee of the State Board of Psychology is required to read, understand, and comply with the following OIT policies that govern data security, the use of Software, Internet, Email, Telephone and Cellular Phones. The policies are available on the Internet at:

<http://das.ohio.gov/Divisions/InformationTechnology/StateofOhioITPolicies.aspx>

- ITP A.1 Authority of the State Chief Information Officer; all OIT policies apply to the Board
- ITP A.26 Software licensing
- ITP E.8 Use of Internet, email, and other IT resources.
- ITP H.2 Use of state telephones

Rather than reinvent policies, the Board has adopted the above Office of Statewide Information Technology policies as the Board policies for IT use, as specified in Board policy 10.9 effective July 15, 2013.

Employees will sign below to acknowledge they have read and understand the policies listed above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name