



**POLICY**  
*Ohio Department of Taxation*

**Policy Description:**  
USE OF COMPUTER  
HARDWARE AND SOFTWARE

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**Policy No:** ODT – HR - 015

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**Authorities:**

ORC 125.18  
Ohio IT Policy ITP – E.8  
ODT – IT - 001

**Pages:** 1 Page

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**Effective Date:** June 28, 1999

**Division With Primary Responsibility:**

Human Resources, Information Services Division,  
Internal Audit

**Revised Date:** June 1, 2006

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The use of Ohio Department of Taxation computer systems including hardware, software and Internet services is intended primarily for business purposes. In addition, no software is to be installed on any Department computer unless there is a practical business requirement for the software and prior notification has been given to the Customer Response Center, Information Services Division. Violations of this directive may subject the user to not only Departmental disciplinary measures but possible civil and/or criminal penalties.

Unauthorized use of hardware, software programs, or misuse of the Internet system may potentially jeopardize confidentiality of tax information and/or the integrity of the Department's tax programs. Additionally, such misuse could potentially subject the Department's computer systems to viruses, worms and other harmful infiltrations to the Department's IT Resources. Employees must exclusively use their designated user identification when operating Department computer systems.

Installing or using software including, but not limited to, instant messaging clients, peer-to-peer file sharing, or using personally owned software on State equipment without prior Department authorization is strictly prohibited. Installation of unlicensed software is also strictly prohibited.

Installing, attaching, or connecting any kind of hardware device to a Department of Taxation IT Resource without prior authorization, is strictly prohibited. Connecting or attempting to connect a wireless device to the State's or Department's wireless service without prior approval is strictly prohibited.

Due to the complexity and considerable financial investment in the Department's computer systems, there will be no tolerance for either abuse or misuse of the equipment, programs or services.