

9/17/2007 OREGON DEPARTMENT OF REVENUE  
POLICY AND ADMINISTRATIVE PROCEDURE

August 29, 2007

Division	Subject	Number
Executive	Portable Computing and Storage Devices	110-041
		Page 1 of 2

APPROVED: Susan Browning

---

SECTION/UNIT: Director's Office

PURPOSE: To establish a documented policy for the acceptable use of portable computing and storage devices that may be connected to a department or State LAN.

REFERENCE: PAP 110-034 Hardware/Software Standards; PAP 110-010 Ethics; PAP 110-020 Employee Guidelines on Disclosure

DEFINITIONS: "Portable computing devices" - Examples include Personal Digital Assistants (PDAs), sub-notebooks, laptops, and cellular phone/PDA hybrids.

"Portable storage devices" – Portable peripherals such as thumb drives, disks, write-able CDs or DVDs designed to store data from a computer and which are external to a computer. Included in this category are Global Positioning Systems (GPS) devices.

"Wireless Technology" – This is a method to transmit and receive information without the use of telephone or telecommunication lines.

POLICY: Use of portable computing devices must adhere to all department disclosure and security policies. **Personally owned portable storage devices are prohibited. Personally owned portable computing devices cannot be connected to Revenue's network.** All portable computing and storage devices, including related hardware/software, used to conduct department business will be acquired, used and maintained according to this policy. Use of portable computing devices must adhere to all department disclosure and security policies.

GENERAL: All department purchased hardware/software will be used for department business only with the following exception:

Personal calendar and schedule information may be kept in Outlook.

ENCRYPTION: Subject to the following exception, all mobile devices such as laptops, PDAs and backup media must be encrypted. Encryption is not required for devices that will never be used to store or transfer confidential information.

**9/17/2007 OREGON DEPARTMENT OF REVENUE  
POLICY AND ADMINISTRATIVE PROCEDURE**

August 29, 2007

Division	Subject	Number
Executive	Portable Computing and Storage Devices	110-041
		Page 2 of 2

**LAPTOPS:** When you take a laptop computer out of a secured Revenue facility, you are responsible for its physical security. You should take every reasonable precaution to secure the laptop from theft. For example: You should lock it up, carry it with you, or hide it.

**HARDWARE/  
SOFTWARE:** ITMC will set standards for accepted hardware and software on portable computing and storage devices.

The Information Systems Support Unit (Help Desk) is solely responsible for installation, maintenance, and support of any portable computing and storage devices attached to agency-owned equipment, systems, and networks.

**SECURITY:** Any person with department information stored on portable computing and storage devices will adhere to all department disclosure and security policies.

All portable computing devices must be scanned, cleaned of viruses, and receive all required security updates. If an employee is uncertain about the risk of connecting any particular device, contact the Help Desk.

The use of agency wireless devices is prohibited unless approved by the Information Technology Security Policy (ITSP) committee. Agency portable computing devices must have their wireless capability disabled. Wireless cradles are prohibited in Revenue occupied areas.

**CONFIDENTIAL  
INFORMATION:** Generally, confidential information shall be stored on network drives. Employees may load confidential information on department PCs or laptops as needed to do their immediate work. Employees should only take the amount of confidential information off-site needed to perform their duties for the specific trip they are on.

Downloading of confidential information to an agency-owned portable device is only allowed when approved by a manager. Uploading from an agency-owned portable device is only allowed when approved by a manager.