

Frequently Asked Questions (FAQ)
OYA Policy 0-7.0 Use of Electronic Information Assets and Systems

1. Is it okay to use a photo of my family as my background or screensaver on my workstation?

Yes. Staff may use personal pictures as backgrounds or screensavers. However, staff should e-mail the picture to their work e-mail address rather than download from a USB (flash/thumb) drive or CD. This allows our e-mail system to scan the file for potential viruses. Staff should limit the number of pictures saved on their computers to 10 or less.

2. Can I use my personal USB thumb/flash drive or any other USB connectable information storage device on my workstation?

No. The OYA cannot allow staff to connect any non-OYA removable media device that can store information to a state-owned computer or laptop.

3. Can I use my computer at home to read my work e-mail?

Yes, under these circumstances:

- a) You protect OYA's e-mail server address;
- b) You have prior authorization from your supervisor when accessing your OYA e-mail server account outside your normal work schedule;
- c) You ensure sensitive information contained in your OYA e-mail correspondence is not viewed by unauthorized persons.

The link to OYA web e-mail is on the OYA website.

4. Can I use graphics or animation in my e-mail signature line or background?

No. E-mail sent from the state system is representative of OYA and as such should be readable and professional. Staff are encouraged to include a signature block in their e-mail that conforms to OYA formatting standards.

5. Can I synchronize my smart phone with Outlook (my e-mail and calendar)?

Yes, under these circumstances:

- a) It is approved by your supervisor;
- b) The smart phone runs Microsoft ActiveSync;
- c) It is needed for business use; and
- d) You agree to follow all related future policy changes.

NOTE: The OYA reserves the right to delete all information from your phone if your employment with OYA ends or your smart phone is lost or stolen. When you agree to synchronize your Smart Phone with the OYA e-mail system, you are also agreeing to all future policy changes. These changes may include requiring or restricting certain features on your smart phone (e.g. locking your smart phone when idle, and entering a password or identification number to unlock it).

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6. **Can I listen to my favorite music radio station on my computer?**
No. Streaming video and audio must only be for business use.
7. **Can I use a state laptop to check my personal e-mail when I am traveling?**
No. Access to all non-OYA web-based e-mail is not allowed.
8. **Can I store personal music files on my computer?**
No. Personal music files must not be stored on state-owned computers.
9. **Can I listen to music on my computer?**
Yes. You may listen to CD/DVDs as long as they do not disturb other people, do not interfere with your work, have no licensing issues, and the material is appropriate.
10. **What statute addresses computer crimes mentioned in our new Use of Information Assets policy?**
Oregon Revised Statute [164.377](#) (Computer Crime) lists those crimes.
11. **What Internet categories are blocked on the OYA network?**
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|----------------------------|--------------------------|
| Adult/sexually explicit | Phishing & fraud |
| Alcohol & tobacco | Photo searches |
| Chat | Proxies & peer-to-peer |
| Criminal activity | Spyware |
| Gambling | Tasteless & offensive |
| Games | Violence |
| Glamour & intimate apparel | Weapons |
| Hacking | Non-OYA Web-based e-mail |
| Illegal drugs | Youtube.com |
| Intolerance & hate | Ebay.com |
| Personals & dating | |