



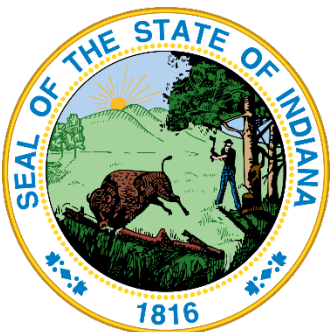
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Indiana Office of Technology

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Powering a State that Works

# 2026 Information Technology Resources User Agreement (ITR User Agreement)



1. **State Information Technology Resources.** State IT Resources include the State network, all State equipment, software, and all types of data, including confidential and sensitive data. To be authorized to use State IT Resources, users must agree to abide by the terms of this agreement. IOT may limit or revoke your authorization to use State IT Resources if you refuse or cease to abide by its terms.
2. **No Expectation of Privacy.** Users have no expectation of privacy related to their use of State IT Resources. Any information created or stored on State IT Resources is subject to public disclosure. The State reserves the right to monitor all use of State IT Resources, including email, Internet history, and Internet traffic.
3. **User Requirements**
  - A. **Protection of State IT Resources.** Users must protect State IT Resources from unauthorized access, theft, damage, and modification. The user must lock any State device when not in use and protect State equipment from theft and unauthorized use when outside the office.
  - B. **Protection of State Data.** Users must protect all State data and will not access or disclose information for which they have no authorization or business need.
  - C. **Use of State IT Resources for State Business.** Only State IT Resources are to be used for the business of State government, with exceptions authorized by agency policies and the State [Ethics Code](#). Users will not use State IT Resources to conduct personal business or activities.
  - D. **Use of Authorized Software.** Users must use only software included on the Software Allow Lists or Enterprise Standard Lists in the Archer [Workstation Software Portal](#), [Server Software Portal](#), or AI Approved software in the [AI Software Portal](#).
  - E. **Use of Artificial Intelligence.** Users must use AI software and tools in compliance with the [State Artificial Intelligence Policy](#). All AI software and tools must undergo AI review process, have an exception granted as a result of the review process, and be documented in the Archer Information Systems Inventory (ISI) application. Only software or tools that have been granted an AI policy exception issued by the Indiana Office of the Chief Data Officer may be utilized by State of Indiana employees for State business.
  - F. **Storage of Information.** Users must store State data on State-provided storage media only, including all removable/portable media. The storage of personal files on State-provided storage is prohibited.
  - G. **Remote Access.** Users must connect to the State network through approved services only, including Citrix, VPN, and State-provided virtual desktop platforms. Use of the State VPN client is allowed on State-managed devices only. Mobile or contractor devices may only be used for remote access if they are registered in the State mobile device management system.
  - H. **Return of State IT Resources at Separation.** Users must return all State IT Resources—computers, tablets, mobile phones, and all other devices—on or before the day of their separation. Failure to return State IT Resources will be viewed as theft and addressed accordingly.

- I. **Adherence to Security Guidelines.** Users must ensure that all security software remains enabled, including timely installation of updates on their State devices, as directed by IOT.
- J. **Responsibility to Report Violations.** Users must report known or suspected violations of this agreement to the [#ITR Violations](#) email address.

#### 4. Prohibited Activities That Could Compromise the State's Security

- A. **Unauthorized Users.** Users must not permit unauthorized users to access State IT Resources or State data.
  - B. **Unauthorized Devices.** Devices used for State business must be approved by IOT. Users must not use personal or unapproved devices to access the State network without prior IOT approval. This prohibition includes the use of "smart glasses" or other AI-enabled devices on State property, unless as part of an approved ADA accommodation.
  - C. **Access from Foreign Locations.** Accessing State data from foreign locations is prohibited. Agencies requiring or enabling employees to travel internationally must follow the International Travel Standard.
  - D. **Unauthorized Posting to Social Media.** Users must not post to social media platforms from State-provided equipment unless essential to their job functions.
  - E. **Disclosure of Login IDs and Passwords.** Users must not share login IDs or passwords to State IT Resources with other people. Users should use the IOT-provided password manager.
  - F. **Unauthorized Email Accounts.** Users must not use personal email accounts to conduct State business nor use State email accounts for personal business. Access to State IT Resources must be authorized.
  - G. **Remote Control.** Users must not use remote-control software on internal or external systems unless approved by agency management and IOT.
  - H. **Violation of Law.** Users must not use State IT Resources to perform illegal or unethical activities, including violations of copyright or other intellectual property laws.
5. **Disciplinary Action.** Any inappropriate use of State IT Resources or failure to comply with this agreement may result in disciplinary action, up to and including dismissal from employment and criminal prosecution.
6. **Changes and Additional Information.** This agreement will be updated annually; and users will agree to this agreement annually via the SuccessFactors learning module. The ITR is located here: [ITR User Agreement](#). IOT Statewide Policies and Standards are located here: [Archer Policy Portal](#).
7. **Acceptance of Agreement.** Selecting **Agree** at the bottom of the module confirms your agreement to the terms and conditions pertaining to the ITR. Employees who decline to accept the terms and conditions must seek further guidance from their agency human resources office.

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Disclaimer



I confirm that I understand all the material contained within this session.

Agree

Disagree



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