

STATE OF MISSISSIPPI DEPARTMENT OF EDUCATION	TOPIC: WIRELESS TECHNOLOGY APPROPRIATE AND ACCEPTABLE USE POLICY
EMPLOYEE PROCEDURES MANUAL	<u>SECTION: 19.3</u> <u>PAGE 1 OF 2</u> <u>EFFECTIVE DATE: MARCH 1, 2026</u>

WIRELESS TECHNOLOGY

The Office of Technology and Strategic Services (OTSS) is dedicated to providing the best service to its customers and is committed to ensuring that the information systems resources of the State of Mississippi and MDE are used appropriately for their intended purposes. The information systems resources are in place to facilitate the ability of MDE employees to do their job efficiently and productively.

This policy governs the use of wireless technologies (i.e., cell phones, personal data assistants (PDAs), and two-way pagers) in the MDE information systems environment, which include all computers, computer-based communication networks, Internet, and all related equipment administered by OTSS and/or assigned to an employee to conduct MDE business. The electronic communications and facilities of MDE are the property of the State of Mississippi and by using these facilities, or any equipment, software, or hardware assigned to an employee to conduct MDE business, the user acknowledges consent to abide by this policy. **“Staff”** is defined as any person employed by MDE, which includes full-time, part-time, temporary, contract employees, persons who are employed by contractors or subcontractors of MDE, and any other individuals who are authorized to use agency computer resources.

Appropriate use reflects honesty and ethical behavior and demonstrates consideration in the consumption of shared resources.

For any questions, employees should contact their immediate supervisor, MDE Human Resources Manager, or the OTSS Security Administrator for clarification or additional information.

PRACTICES:

- Staff may not directly or indirectly use, or allow the use of, MDE issued wireless devices other than for state business.
- Staff shall not download, access, or use illegal content, pirated software, or other prohibited technology on an MDE issued wireless device pursuant to National Security on State Devices and Networks Act (See Miss. Code Ann. § 25-53-191).
- Staff shall be aware that cellular phone transmissions are not secure transmissions. Confidential information regarding official MDE and/or State business should be transmitted from a secure environment.
- Staff shall not enable Internet hot-spot capabilities on the phone.

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- Staff shall immediately report any lost or stolen device.
- Unauthorized access to wireless devices or company data shall be immediately reported.
- Operating system and application patches shall be installed within 30 days of release.
- Annual security training is provided to users of wireless devices.
- Any technical support for the wireless device will need to be cleared through OTSS.
- MDE shall not reimburse employees for any charges on personal wireless devices.
- OTSS provides limited accessories for wireless devices (i.e., power cables). Anything other than what is given with the wireless device at initial distribution is the responsibility of the user.
- Any MDE staff assigned a wireless communication device shall indicate their agreement with this policy in writing. This written agreement shall be maintained in the employee’s personnel file.
- Users must abide by the MDE Acceptable Use Agreement in addition to guidelines set forth in this document.

CONSEQUENCES:

Any user who knowingly and willingly violates this policy is subject to disciplinary action up to and including termination from employment. If the employee is found to have deliberately destroyed, deleted, or made data of any type inaccessible for the agency to continue its activities or business as usual, that employee may be subject to disciplinary action.

Furthermore, in the event of suspected illegal activity, the user will be reported to the appropriate law enforcement authority.

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MDE Employee Name

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

\_\_\_\_\_  
Signature Date