



1.0 Purpose

This policy establishes the Wyoming Workforce Development Council's position on the use and disposition of laptops purchased with Federal Funds.

2.0 Policy

It is the policy of the Wyoming Workforce Development Council (WWDC) that:

2.1 Purchase and Distribution of Laptop Computers:

Each member of the WWDC shall receive a laptop which may be replaced every five (5) years if necessary. The WWDC shall appropriate funding from its budget every four (4) years for replacement laptops only if replacements are required, and funding is available from WWDC funding sources.

2.2 Laptop Computer Specifications:

Laptops will meet minimum industry specifications to allow WWDC members to access the internet, email, board software, Word, Excel, and PowerPoint. Except for required modifications, laptops purchased by the WWDC will meet substantially the same specifications as those purchased in the previous replacement cycle.

2.3 Disposition of Old Laptop Computers:

a. Any laptops not retained by the Department of Workforce Services (DWS), as the fiscal agent for the WWDC, the Department of Workforce Services will dispose of the remaining laptops per Wyoming State Policy 09400-P221.

b. WWDC members not returning at the end of their term shall return the laptop computer assigned to them in good condition to DWS not later than one meeting before the end of their term.

c. In the event of the resignation, death, or recall of any authorized user during their term, the laptop computer assigned shall be returned within 30 days.

d. The laptop also shall be returned promptly by the authorized user on request of DWS if the laptop computer is to be replaced.

2.4 WWDC Laptop Computer Usage

a. **Ownership.** Ownership of the laptop computers, software installed, and related manuals and documentation remain the property of the State of Wyoming and are on loan to WWDC members during their term.



b. **Authorized Uses.** WWDC members' laptop computers are provided for WWDC member use. The primary purposes for the WWDC member's laptop computer are communicating with other WWDC members, staff, and the public; research; and any other use which furthers the member's effectiveness as a WWDC member. Authorized users are not restricted to where the laptop computers may be used. Laptop computers may be used by the WWDC member as long as that use does not conflict with the intended operation of the laptops or software. No illegal copies of software may be loaded on the laptops. The WWDC shall observe the requirements of W.S. 9-13-105. However, information stored on a WWDC member's laptop shall not be considered a public record solely by the information's presence on the laptop. However, the WWDC shall not expect privacy when using State-owned IT resources as per Wyoming State Policy 01200-P142.

c. **Authorized Users.** An authorized user is a member of the WWDC and the Department of Workforce Services employees.

d. **Prohibited Use.** An authorized user may not sell or provide to any other person any State-owned computer and associated hardware assigned to that authorized user; sell, copy, provide to, or download for any other person any software loaded on or provided with the assigned laptop computer; or sell or provide any access to WWDC information systems to which that user has been authorized or granted access.

e. **Training.** The DWS liaison to the WWDC shall coordinate and provide training for WWDC members as soon as practicable on the care and use of laptop computers and software.

f. **Backup.** Valuable data is sometimes lost by a computer malfunction, action of a virus, or improper operation of the equipment. The authorized user shall be responsible for backing up important files on the laptop computer assigned to them.

g. **Anti-Virus.** WWDC members shall take appropriate measures to ensure that viruses are not introduced onto their assigned laptops and the legislature networks. This shall include exercising care in downloading programs and e-mail and using and frequently updating the anti-virus programs provided by ETS.

h. **Maintenance and Support.** ETS is responsible for providing maintenance and support of the laptop computers and software installed. ETS may install hardware enhancements and software upgrades or additional software programs from time to time. WWDC members should make the laptop computers that have been assigned to them reasonably available to ETS staff for such installation. WWDC members may request the installation of approved software on the laptop that aids them in the conduct of WWDC business but shall not have software installed that will conflict with the operation of the software loaded by ETS.



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i. **Electronic Mail.** E-mail is not a completely private means of communication. Care should be taken to use e-mail appropriately.

j. **Periodic Monitoring.** Per Wyoming State Policy 9400-P167, DWS and ETS have the right to monitor and log all activities on the IT resources owned by the State and provided to the WWDC. Monitoring the laptops is not intended to be a formal IT security audit but to maintain the system and network security and keep software patch levels up to date. Only personnel assigned the duties of system security monitoring shall be specifically appointed and designated in writing. They shall be bound by all State and agency policies and non-disclosure agreements.

All WWDC members who are issued a laptop computer will be required to sign the attached form:



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**Receipt
and
Acceptance of Policies and Procedures
Wyoming Workforce Development Council**

I have received a laptop computer with a case, Serial Number _____ and the following software:

Computer condition and any known problems:

I have read and do hereby agree to the policies and procedures and any subsequent amendments governing the use of the laptop computer and have received the above-described equipment, software, and related manuals and documentation.

Signature: _____

Date: _____

Printed Name: _____