



Kansas Health Policy Authority Operational Policy

Title: Use of Personal Technology Devices

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Information Technology Management**

CATEGORY

Information Technology

SUBJECT

Use of personal technology devices by KHPA staff, onsite contractors, auditors, or other non-KHPA individuals.

BACKGROUND

There are business, American Disabilities Act (ADA), or health needs that can necessitate the need for KHPA employees, contractors, auditors, vendors, or other non-staff individuals to use personal technology devices that connect to their KHPA computer and/or network.

POLICY

KHPA employees, contractors, auditors, vendors, or other non-staff are not allowed to use non-KHPA issued personal technology devices that connect to their KHPA computer and/or network. Such devices include portable data storage devices, USB Flash drives, music or video players, handheld computers, or wireless communication devices.

If there is a business, ADA, or health need to use a non-KHPA issued personal technology device, the following guidelines are to be followed:

- KHPA Employees:
 - There must be a demonstrated business, ADA, or health need in order to allow the use of personal technology devices.
 - KHPA employees must receive approval for the use of the device from their immediate supervisor.
 - KHPA supervisors must receive approval in writing for the use of personal technology devices from KHPA Director of Information Technology.
 - The use of the personal device must not pose any additional risk or interfere with the business practice of KHPA.

- Provisions of the KHPA Acceptable Use Policy must be applied to the use of personal technology devices.
- Non KHPA Employees:
 - There must be a demonstrated business, ADA, or health need in order to allow use of personal technology devices.
 - Non KHPA Employee must receive in writing the approval of KHPA Director of Information Technology for the use of personal technology devices.
 - The use of the personal device must not pose any additional risk or interfere with the business practice of KHPA.

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Chief Operations Officer