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**Administrative Policy
Prohibited Technologies Security Policy**

1.1 PURPOSE

On September 1, 2023, the Legislature of the State of Texas enacted SB 1893 prohibiting the use of TikTok and certain social media applications covered under Chapter 620 on devices owned or leased by governmental entities and requiring the removal of covered applications from those devices.

In addition to TikTok, the City of Richwood may add other software and hardware products with security concerns to this policy and will be required to remove prohibited technologies from the Texas Department of Information Resources (DIR) prohibited technology list. Throughout this Policy, "Prohibited Technologies" shall refer to TikTok and any additional hardware or software products added to this policy.

1.2 SCOPE

This policy applies to all City of Richwood full-time and part-time employees, volunteers, and elected officials. All employees are responsible for complying with their terms and conditions.

2.0 POLICY

2.1 TOWN-OWNED DEVICES

Except where approved exceptions apply, the use or download of prohibited applications or websites is prohibited on all city-owned devices, including cell phones, tablets, desktop and laptop computers, and other internet-capable devices.

The City of Richwood may identify, track, and control city-owned devices to prohibit the installation of or access to all prohibited applications. This includes the various prohibited applications for mobile, desktop, or other internet-capable devices.

2.2 ONGOING AND EMERGING TECHNOLOGY THREATS

To provide protection against ongoing and emerging technological threats to the City's sensitive information and critical infrastructure, DIR will regularly monitor and evaluate additional technologies posing concerns for inclusion in this policy.

The City of Richwood will implement the removal and prohibition of any listed technology. The City of Richwood may prohibit technology threats and those identified by DIR.

2.3 POLICY COMPLIANCE

An employee found to have violated this policy may be subject to disciplinary action.

2.4 EXCEPTIONS

TikTok may be installed and used to the extent necessary for providing law enforcement or developing or implementing information security measures and used in compliance with documented measures to mitigate risks to the security of The Town of Lakewood Village's information.