


## DELAWARE CHILDREN'S DEPARTMENT POLICY

<b>POLICY # 113</b>	<b>SUBJECT: DSCYF Information and Communications Acceptable Use Policy</b>
<b>EFFECTIVE DATE: October 1, 1997</b> <b>REVISED DATE: January 9, 2009</b> <b>REVISED DATE: June 13, 2014</b>	<b>PAGE 1 of 2</b>
<b>AUTHORIZED SIGNATURE:</b> 	

### INFORMATION AND COMMUNICATIONS ACCEPTABLE USE POLICY

#### I. PURPOSE

The requirements of the Department of Technology and Information's Acceptable Use Policy apply to all DSCYF employees, volunteers, interns, contracted service providers, contractors, subcontractors and children and youth in DSCYF services and residential facilities who have access to and utilize the information and communications networks of the Department and the State of Delaware.

#### II. PROCEDURES

- A. All DSCYF employees and other individuals authorized by DSCYF to access and use Department and State of Delaware communications and computer resources are responsible for reading DTI's Acceptable Use Policy, understanding the applicability of DTI's policy for their individual standard of conduct regarding use of said resources and for consulting with their supervisor or DSCYF's Information Resource Manager (IRM) when clarification is needed regarding acceptable use standards.
- B. All DSCYF employees and persons authorized by DSCYF to use Department communications and computer resources shall sign a copy of the Acknowledgment Statement contained in DTI's Acceptable Use Policy. Failure to sign the Acknowledgment Statement shall not impair or diminish a user's obligation to comply with the policy.
- C. DSCYF and State of Delaware communications and computer systems, including, but not limited to, computer networks (including access to the Internet), data files, e-mail and voice mail, may be monitored and/or accessed by the Department or State to ensure the integrity of the technology, protect against fraud and abuse and to detect unauthorized access or use. DSCYF and the State do not randomly monitor message or network transactions, but may without notification monitor, access and review all communications originating within DSCYF or delivered to communications and computer resources within the Department.

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- D. DSCYF employees and other persons authorized by DSCYF to use Department or State communications and computer resources shall have no expectation of privacy in regard to use of these resources.
- E. All computer messages and files on state computing equipment are subject to review and disclosure with proper DSCYF leadership authorization. DSCYF management reserves the right to access or monitor an employee's computer resources whenever there is a need to do so.
- F. For privacy reasons, it is not acceptable for employees to gain access to another employee's computer resources without the latter's express permission.
- G. DSCYF employees using electronic mail and DSCYF information systems shall take appropriate steps to safeguard the confidentiality of client information. Nothing in this policy shall be construed to contradict or override DSCYF Policy # 205, Confidentiality of Client Records.