

## APPENDIX O

### JUDICIAL BRANCH AUTHORIZED USE POLICY FOR THE COMMUNICATIONS AND COMPUTER SYSTEMS

#### POLICY

This policy adopts, with specified changes, the provisions of the Department of Technology & Information Acceptable Use Policy as the Authorized Use Policy for the Communications and Computer Systems for Judicial Branch Personnel. A copy of the DTI policy is attached to this policy, and can also be found on the internet at: <http://dti.delaware.gov/information/AUP.pdf>.

#### ACKNOWLEDGEMENT OF COMPLIANCE

Judicial Branch personnel will receive a copy of this policy through e-mail, and/or in writing, as a part of employee orientation, and upon implementation of this, and subsequent, versions of this policy. All Judicial Branch personnel (including judicial officers) are required to sign a form acknowledging that they have read and agree to abide by this policy. The form may be either a separate form pertaining to the Authorized Use Policy specifically, or contained within a general acknowledgment form covering all policies of the Court and/or the Judicial Branch and specifically mentioning the Authorized Use Policy. Forms shall be maintained in the personnel files of each court or agency.

#### ENFORCEMENT

Any improper use of State communications and computer systems may be grounds for disciplinary action or other sanction, as appropriate to the offense and pursuant to applicable codes or rules.

#### MONITORING

State communications and computer systems, including, but not limited to, computer networks, data files, e-mail and voice mails, may be monitored and/or accessed by the State to ensure the integrity of the network, protect against fraud and abuse, detect unauthorized access or use, and for other business purposes. In order to safeguard the integrity of shared network resources and protect computer systems against security threats, procedures may be implemented for monitoring network traffic, logging errors and exceptions and performing industry-standard maintenance. JIC and DTI will neither conduct any content-based monitoring nor permit any other party to conduct content-based monitoring of usage by Judicial

Branch personnel, except upon prior notice to and the written approval of the Chief Justice of the State of Delaware, unless maintaining the security or integrity of the network requires immediate action. In that situation, the Chief Justice will be notified, and his approval sought, as soon as possible in the process.

**DELAWARE JUDICIAL BRANCH  
AUTHORIZED USE POLICY AGREEMENT FORM**

This is to certify that I have read and agree to abide by the guidelines set forth in the Judicial Branch Authorized Use Policy for Communications and Computer Systems.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Court/Judicial Branch Agency: \_\_\_\_\_

Date: \_\_\_\_\_



STATE OF DELAWARE  
**DEPARTMENT OF TECHNOLOGY AND INFORMATION**  
 801 Silver Lake Blvd.  
 Dover, Delaware 19904

<b>Doc Ref Number:</b>	DTI-0042.02	<b>Revision Number:</b>	5
<b>Document Type:</b>	Enterprise Policy		
<b>Policy Title:</b>	Acceptable Use Policy		

<b>Synopsis:</b>	Guide Behaviors in Using the State's Communications and Computer Systems		
<b>Authority:</b>	Title 29, Delaware Code, §9004C - General powers, duties and functions of DTI "2) Implement statewide and interagency technology solutions, policies, standards and guidelines as recommended by the Technology Investment Council on an ongoing basis and the CIO, including, but not limited to, statewide technology and information architectures, statewide information technology plans, development life cycle methodologies, transport facilities, communications protocols, data and information sharing considerations, the technique of obtaining grants involving the State's informational resources and the overall coordination of information technology efforts undertaken by and between the various State agencies;"		
<b>Applicability:</b>	This Policy is applicable to all users of the State of Delaware communications and computing resources. DTI is an Executive Branch Agency and has no authority over the customers in Legislative and Judicial Branches, as well as School Districts, and other Federal and Local Government entities that use these resources. However, all users, including these entities, must agree to abide by all policies, standards promulgated by DTI as a condition of access and continued use of these resources.		
<b>Effective Date:</b>	June 5, 2006	<b>Expiration Date:</b>	None
<b>POC for Changes:</b>	Elayne Starkey, Chief Security Officer		
<b>Approval By:</b>	Secretary Jim Sills, Chief Information Officer		
<b>Approved On:</b>	June 5, 2006		



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## I. Policy

### EXECUTIVE SUMMARY

During the past 10 years, technology-based solutions and communication devices have been woven into all aspects of our professional and personnel lives. Often, business and individuals have struggled to determine the appropriate use of technology in their lives. This State policy defines the acceptable use of various technologies in our professional lives in service to the State of Delaware.

### PURPOSE

There is an endless array of technology services and products for State organizations to consume, and the number and type of available options is ever-growing and expanding. Since it is not reasonable that this policy keeps pace with frequent technology changes in real time, or that it can specifically list and address every possible service, product, or use-case scenario one goal of this policy is to provide guidance and information as a framework to consider when making technology-related decisions. Another goal is to provide explicit examples of choices or actions that are not acceptable. As individuals involved in the affairs of State government, our jobs must be conducted with integrity, respect, and prudent judgment.



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### **POLICY STATEMENT**

1. You are responsible for exercising good judgment regarding appropriate use of State data and resources (email, web sites, Internet services, etc) in accordance with State policies, standards, and guidelines. State of Delaware data or resources may not be used for any unlawful or prohibited purpose. State resources may not be used for personal or inappropriate use, nor for pursuing activities not specifically identified as work required except as noted under Personal Use in Appendix A. Also, Appendix A has a non-exclusive list of specific activities that are prohibited.
2. You must ensure through practice or technical means that non-public information remains within the control of State at all times. Conducting State business that results in the inappropriate release of data or the storage of non-public State information on personal or non-State controlled environments, including devices maintained by a third party with whom the State of Delaware does not have a contractual agreement, is prohibited. This also specifically prohibits the use of an e-mail account that is not provided by the State of Delaware or its customer and partners, for government business. Appendix A has additional details.
3. You are responsible for ensuring secure practices are utilized when conducting business with or on behalf of the State. Personally owned devices, when interacting with or for the State, are considered on temporary duty assignment to the State for the duration of the activity. The State retains the right to access any State records or materials developed for State use even on personally owned devices. In that regard, both personally owned devices (smart phones, tablets, home computers, etc) and State owned devices are mandated to comply with State security policies and practices. Appendix A has more details.

Examples include the comprehensive use of

- Strong Passwords
  - Encryption for data both stored and transmitted
  - Anti-virus
4. You acknowledge and understand that all uses of the State's resources is subject to monitoring and there is no right to privacy when using State resources. Appendix B has more information related to monitoring.
  5. Each network user is required to read and understand this policy and sign the appropriate acknowledgement statement. Each organization must have their staff review this policy annually. The signed acknowledgement statement must be maintained by each organization. Network users, who do not sign the Acceptable Use Policy Acknowledgement Statement, will be denied access to the State's Communications and Computer Systems.



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### **IMPLEMENTATION RESPONSIBILITY**

DTI and/or the organization's technical staff will implement this policy during the course of normal business activities, including business case review, architectural review, project execution and the design, development, or support of systems.

### **ENFORCEMENT and WAIVER**

DTI will enforce this policy during the course of normal business activities, including business case and architectural review of proposed projects and during the design, development, or support of systems. This policy may also be enforced by others during the course of their normal business activities, including audits and design reviews.

If there is ambiguity or confusion regarding any part of this policy, contact your supervisor or Agency/School District or Affiliate IRM. Agency/School District or Affiliate IRM's can contract DTI by sending an email to [eSecurity@state.de.us](mailto:eSecurity@state.de.us)

## **II. Definitions**

**State Communications and Computer Systems** – State of Delaware communications and computer systems are any equipment, hardware, software or networks (including wireless networks) owned, provided or used by or on behalf of State of Delaware that store or transmit voice or non-voice data. This includes telephones, cellular/wireless telephones, voice mail, computers, e-mail, facsimiles, pagers, and State Intranet or Internet access (including when accessed through personal computers).



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### III. Development and Revision History

Initial version established April 15, 2003.  
Corrected hyperlinks, reference to the Merit rules, and CRS title change on August 8, 2005.  
First reformatted version established July 31, 2006.  
Revised version published on May 22, 2007.  
Updated acknowledgement statement on September 17, 2007.  
Clarified the requirement to sign the Acknowledgement statement in Appendix 1 on September 5, 2008.  
Add FOIA and social media topics on July 1, 2009.  
Add mobile device topic plus reformatting on January 5, 2012  
Add revised language related to DropBox on June 3, 2013

### IV. Approval Signature Block

<b>Name &amp; Title:</b> Cabinet Secretary - State Chief Information Officer	<b>Date</b>

### V. Related Policies and Standards

Delaware Information Security Policy  
Strong Password Standard



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## Appendix A – Specific activities that are prohibited

### Prohibited activities with e-mail include, but are not limited to, sending or forwarding:

- Jokes or language, that may be considered discriminatory, harassing, unlawful, defamatory, obscene, offensive, insensitive or otherwise inappropriate (this includes but is not limited to, messages about age, race, gender, disability, sexual orientation, national origin or similar matters).
- Pornographic or sexually explicit materials.
- Chain letters.
- Information related to religious materials, activities or causes, including inspirational messages.
- Charitable solicitations unless sanctioned by State of Delaware.
- Gambling.
- Auction-related information or materials unless sanctioned by State of Delaware.
- Games or other software or copyrighted materials without a legitimate business or instructional purpose (and then only according to the rights and licenses granted by the owner of the games, software or copyrighted material).
- Messages that disparage other companies or products.
- Large personal files containing graphics materials or audio files (such as photographs and music).
- Materials related to personal commercial ventures or solicitations for personal gain (for example, messages that could be considered pyramid schemes).
- Information related to political materials, activities or causes unless sanctioned or permitted by the State of Delaware.
- Unauthorized or inappropriate mass distribution of communication.
- Any other materials that would be improper under this policy or other State of Delaware policies.

### Prohibited use of the Internet includes, but is not limited to, accessing, sending or forwarding information about, or downloading (from):

- Sexually explicit, harassing or pornographic sites.
- "Hate sites" or sites that can be considered offensive or insensitive.
- Auction or gambling sites.
- Non State of Delaware business-related chat sites.
- *Underground* or other security sites which contain malicious software and/or instructions for compromising State of Delaware security.
- Games, software, audio, video or other materials that we are not licensed or legally permitted to use or transmit or that are inappropriate, or not required by, State of Delaware business or instruction.
- Offensive or insensitive materials, such as sexually or racially oriented topics.
- Intentional importation of viruses.



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- Registering Internet domain names of the State of Delaware business/school district or those of third parties without authorization from DTI.
- Excessive personal surfing, utilizing streaming services for personal use such as listening to music or watching video, and downloading of music and video files
- Authorized personal use that interferes with your work responsibilities or business/instructional operations.
- Any other materials that would be improper under this policy or other State of Delaware policies.

**Prohibited use of State resources includes, but is not limited to:**

- Sending emails to non-authorized individuals or accounts or services via an auto-forwarding feature.
- Use of document sharing services like Dropbox for Top Secret data.
- Use of document sharing services like DropBox for Secret and Confidential data, unless the contract includes cloud computing terms and conditions approved by DTI.
- Sharing of passwords and/or accounts

**Personal Use**

- State systems are intended for primarily business/instructional purposes, but limited (incidental and occasional) personal use may be permissible when authorized by your management and it does not:
  - Interfere with work responsibilities or business/instructional operations.
  - Involve interests in personal or outside business and/or other non-authorized organizations and activities such as selling or soliciting personal property/items, promoting commercial ventures, charitable, religious or political activities.
  - Violate any of the standards contained in any Delaware code or policies.
  - Lead to costs to the State. (Excessive personal surfing, utilizing streaming services for personal use such as listening to music or watching video, and downloading of music and video files are *specifically forbidden*.)

**Personally Owned Devices**

- The Delaware Information Security Policy states on page 40 that 'Any electronic equipment (PC, Laptop, iPad, iPod, etc) that is not owned by the State cannot connect from an internal source (inside the firewall) to the State's network.'



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