

**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.

**ADMINISTRATIVE DIRECTIVE NO. 159**

This 22nd day of September, 2006

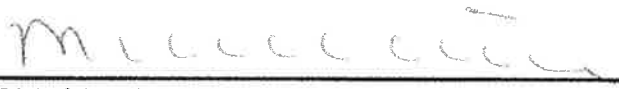
IT APPEARS THAT:

- (1) It is necessary to ensure the security of the computer network and the integrity of data stored on State systems.
- (2) It is important that use of communications and computer systems conforms to applicable laws and appropriate standards so that these systems are not used in ways that could be disruptive to the network, result in liability, or incur unnecessary expense.
- (3) All employees using communications and computer systems should have written notice of what constitutes acceptable and unacceptable use, including those circumstances under which personal use is acceptable.
- (4) To achieve these objectives, while ensuring that necessary confidentiality is maintained, it is desirable to adopt a Judicial Branch Authorized Use Policy for the Communications and Computer Systems.

NOW THEREFORE, IT IS DIRECTED, with the unanimous approval of the members of the Supreme Court, pursuant to Del. Const. Art. IV, § 13(1), that:

- (1) The Judicial Branch Authorized Use Policy for the Communications and Computer Systems ("Policy"), attached hereto, is hereby adopted.
- (2) Each court and agency within the Judicial Branch are directed to implement this Policy with regard to both existing and new employees within 30 calendar days from the date of this Administrative Directive.
- (3) The State of Delaware's Department of Technology and Information concurs with the provisions of this Policy, and the signed concurrence of Secretary Thomas M. Jarrett, Chief Information Officer, has been obtained and is on file in the State Court Administrator's office.

BY THE COURT:

  
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Chief Justice Myron T. Steele