

**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: _____

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.