

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 15.3	PAGE NUMBER 1 of 1
	RELATED ACA STANDARDS:	
CHAPTER: 15 INFORMATION TECHNOLOGY	SUBJECT: ACCEPTABLE USE	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:		
		
APPROVED FOR PUBLIC RELEASE		

- I. **AUTHORITY:** 29 *Del. C.* 89 § 8903 (4)(5)(7)
- II. **PURPOSE:** To establish a policy guiding behaviors in the use of the Delaware Department of Correction (DDOC) communication and computer systems.
- III. **APPLICABILITY:** All DDOC employees and contractors.
- IV. **DEFINITIONS:** None
- V. **POLICY:** DDOC employees and contractors are required to review, sign and abide by the Department of Technology and Information's Acceptable Use Policy as a condition of employment prior to using any state communication or computer resources.

A copy of the signed Acceptable Use Policy shall be maintained in each employees personnel file by the Department's Human Resources Office.

Violations of the Acceptable Use Policy can result in the penalties described therein, up to and including termination of employment.

The Information Technology (IT) unit will provide research and forensic services to the Department as needed to assist with investigations concerning misuse or inappropriate use of State computer resources by any employee or contractor working for the Department.

