

NEW SUBSTITUTE INFORMATION

Laura Manges, M.Ed
Director of Human Resources
302-424-6393

Milford School District is an Equal Opportunity Employer and does not discriminate in employment or in educational programs, services or activities on the basis of race, color, creed, religion, gender (including pregnancy, childbirth and related medical conditions), national origin, citizenship or ancestry, age disability, marital status, veteran status, genetic information, sexual orientation, gender identity, or upon any other category protected by federal, state or local law.

If any person has a complaint alleging any action which is prohibited by this policy, they should contact the Title IX Coordinator or the District 504 and ADA Coordinator, 906 Lakeview Avenue, Milford, Delaware 19963. Telephone (302)422-1600.

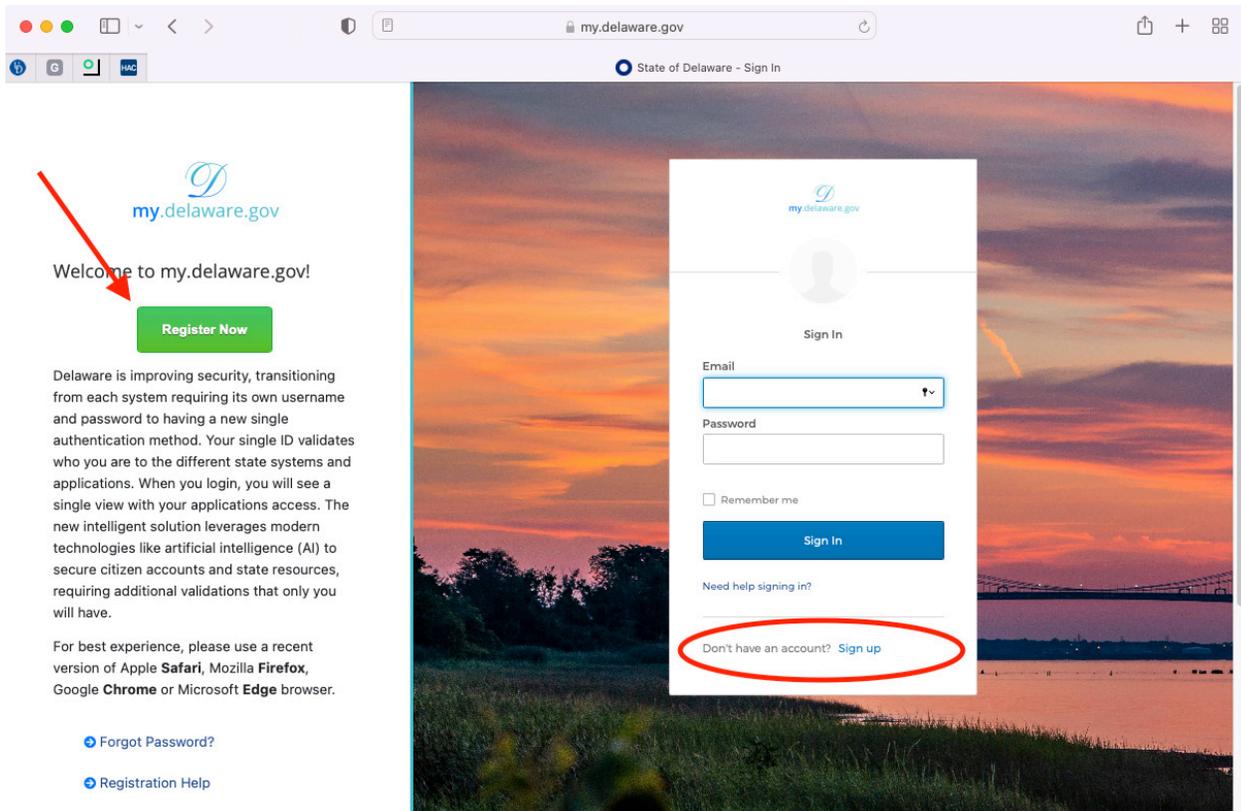
Register for Your My.Delaware.Gov Identity

1. Using a computer/laptop Internet Browser (Edge, Chrome, etc.),

visit <https://my.delaware.gov/>

DON'T type anything in the two blanks —

Just **Click on the green Register Now button or blue Sign Up link at the bottom.**



2. Complete the registration form **using the same Home email** as you provided to your Human Resources representative for your PHRST Employee Personal Information, and click the blue Register button. (NOTE: if you already have a my.delaware identity, please assure HR has your my.delaware email to add to your PHRST employee record.)

3. You will need to be able to **access that Home email account to read/respond to email** on the same computer to **finish setting up and activating** your my.delaware.gov registration.

STATE EMPLOYEES: as long as your name and home email match what HR confirms is in your PHRST employee record, **in 48 hours you will see your Employee Self Service tile AND any other tiles assigned to you.**

Individual Procedures - Delaware Child Protection Registry (CPR) Request Web Portal

Delaware child abuse and neglect checks must be requested through the Department of Services for Children, Youth and Their Families (DSCYF), Child Protection Registry Request Web Portal.

Individuals need to download and complete the consent form found on the CPR Portal homepage, then register on the CPR Portal to submit a CPR request and obtain their completed CPR results. **You should only register one time unless advised otherwise by DSCYF staff.**

Registration -To register on the CPR Portal, go to childprotectionregistry.delaware.gov/

***If your agency has not given you a consent form, please download and print a copy of the consent form while on the homepage.**

Welcome to the Delaware Child Protection Registry Request Web Portal

This portal is for in-state and out-of-state agencies and individuals that are required by law to request a Delaware child protection registry check. Through this website, agencies and individuals can register to request child protection registry checks and obtain results in the portal.

This site works best using Chrome or Safari, you can download Chrome by clicking [HERE](#). This site is not supported on Internet Explorer, Microsoft Edge or other browsers. You can also access the portal using your mobile device. Questions may be directed to: DSCYF.CHU.Portal@delaware.gov

Access to the CPR Portal is permitted only from within the United States and its territories including American Samoa, Guam, Northern Mariana Islands, US Virgin Islands and Puerto Rico.

User Name

Password

[Forgot your password?](#)

To request access to the Delaware Child Protection Registry Portal, I agree to the following conditions:

This system is the property of the Delaware Department of Services For Children, Youth and Their Families (DSCYF). Use of this system without authority from DSCYF, or in excess of authority, may result in civil and criminal sanctions. By continuing to use this system, you are representing yourself as an authorized user.

As an authorized user, you verify that all information submitted is done with the full knowledge and consent of the applicant.

Any activity on this system may be monitored or accessed by DSCYF or other authorized officials at any time. This includes any data created or stored using this system. Any identified evidence of possible criminal activity will be provided to appropriate law enforcement agencies. By entering this website you agree with the terms of this policy.

By accepting and agreeing, you acknowledge you have read and agree to the above conditions under which access to the Child Protection Registry Portal is granted.

I ACCEPT AND AGREE

Login For Approved Users

New Registration

AGENCY REGISTRATION

Register as Agency if submitting requests for agency/organization persons that need a child protection registry check.

Add Agency Contact - After agency/organization is approved, add new portal users.

Agency Procedures

New Agency Registration/Add Agency Contact

INDIVIDUAL REGISTRATION

Register as an Individual if submitting a request for yourself (your name) only.

Individual Procedures

New Individual Registration

Click here to download the consent form - A signed consent is required for each CPR portal Request.
Having issue downloading Consent Form? Click [HERE](#).

1. Click **New Individual Registration**.

As an authorized user, you verify that all information submitted is done with the full knowledge and consent of the applicant.

Any activity on this system may be monitored or accessed by DSCYF or other authorized officials at any time. This includes any data created or stored using this system. Any identified evidence of possible criminal activity will be provided to appropriate law enforcement agencies. By entering this website you agree with the terms of this policy.

By accepting and agreeing, you acknowledge you have read and agree to the above conditions under which access to the Child Protection Registry Portal is granted.

I ACCEPT AND AGREE

Login For Approved Users

INDIVIDUAL REGISTRATION

Register as an Individual if submitting a request for yourself (your name) only.

Individual Procedures

New Individual Registration

Click here to download the consent form - A signed consent is required for each CPR portal Request.
Having issue downloading Consent Form? Click [HERE](#).

The **INDIVIDUAL REGISTRATION FORM** will appear:



Delaware Child Protection Registry Request Portal

INDIVIDUAL REGISTRATION FORM

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Street 1 *	Street 2
<input type="text"/>	<input type="text"/>
City *	State *
<input type="text"/>	Select State
County	Zip Code *
Select County	<input type="text"/>
Phone Number *	Email Address *
<input type="text"/>	<input type="text"/>

To request access to the Delaware Child Protection Registry Portal, I agree to the following conditions:

This system is the property of the Delaware Department of Services For Children, Youth and Their Families (DSCYF). Use of this system without authority from DSCYF, or in excess of authority, may result in civil and criminal sanctions. By continuing to use this system, you are representing yourself as an authorized user.

As an authorized user, you verify that all information submitted is done with the full knowledge and consent of the applicant.

Any activity on this system may be monitored or accessed by DSCYF or other authorized officials at any time. This includes any data created or stored using this system. Any identified evidence of possible criminal activity will be provided to appropriate law enforcement agencies. By entering this website you agree with the terms of this policy.

By accepting and agreeing, you acknowledge you have read and agree to the above conditions under which access to the Child Protection Registry Portal is granted.

I ACCEPT AND AGREE

Register Cancel

REQUESTING AGENCY ID 1 ⓘ

300

REQUESTING AGENCY CONTACT ID 1 ⓘ

38776

REQUESTING AGENCY ID 2 ⓘ

REQUESTING AGENCY CONTACT ID 2 ⓘ

REQUESTING AGENCY ID 3 ⓘ

REQUESTING AGENCY CONTACT ID 3 ⓘ

REQUESTING AGENCY ID 4 ⓘ

REQUESTING AGENCY CONTACT ID 4 ⓘ

REQUESTING AGENCY ID 5 ⓘ

REQUESTING AGENCY CONTACT ID 5 ⓘ

CONFIRM

10. Follow instructions on page for **How to upload completed consent form and complete submission**. In **Notes and Attachment** section, click **Upload Files** to upload the completed CPR consent form. ****A blank consent form can be found on the homepage below the New Individual Registration button.**

[Click here to create an additional CPR request, view CPR request status, make CPR request payment.](#)

Child Protection Registry
0000975841

Edit Review and Save View Record History ▾

All child protection registry requests must include a consent form signed by the applicant. Failure to submit the required signed consent for each request may subject you to criminal and civil sanctions under Delaware law.

How to upload completed consent form and complete submission: Scan the consent and send to your email. From your email, click on the scanned consent and save by clicking on "File" and then "Save". Click on Upload File below. Find the saved consent form related to the request. Double click on the consent form. A message across the portal screen will read Upload Files. When upload complete, click Done. Click "Review and Save", on following page click Save to submit request or Cancel to save in Pending Requests.

Reminder regarding Requesting Agency Information

If you are sharing your results with an Agency, Agency ID and Agency Contact ID are required. If you did not enter this information when creating your CPR Request, there will be a final opportunity to add this detail during Review and Save. Once saved, this information cannot be entered.

Files (0)

Upload Files

Or drop files

11. Message across middle of screen "Upload Files", click **Done**.

Upload Files

PDF 158 KB

1 of 1 file uploaded

Done

12. Message at top of page - **1 file was added to the Child Protection Registry.**

13. Top right side of page, click **Review and Save**.

Buttons: Edit, **Review and Save**, View Record History

14. Click **Save**.

Review and Save

Request Status
Pending Payment

* Last Name 1
SPARROW

* First Name 1
JACK

Middle Name 1

SSN

* DOB
6/9/1963

* Gender
Male

Race Primary
White

Ethnicity
Not Hispanic or Latino

Alias Last Name 2

Alias First Name 2

Buttons: Cancel, **Save**

15. Message at top of page - **CPR request successfully submitted**. Request is under "CONTINGENT PAYMENT REQUESTS", needing payment to submit.

16. To view CPR request status or make CPR request payment, click at top of page [Click here to create an additional CPR Request, view CPR requests status, make CPR request payment](#).

Optional Procedures for An Individual Sharing CPR Results with An Agency

1. Individual completes [New Individual Registration](#) by following the [Individual Procedures](#) above.
2. Individual obtains Agency ID number and Agency Contact ID number from the agency that they are sharing their results with and enters this information in the appropriate fields at the bottom of the [Create New CPR Request](#) page. By entering this information, you are allowing the Agency Contact to view and print the results of the CPR request. An individual can share results with up to five agencies by adding the Requesting Agency ID and Requesting Agency Contact ID for each agency when making a [New CPR Request](#). This must be done prior to clicking Save and submitting payment. If this information is not entered on the [Create New CPR Request](#) page, the individual will be given a final opportunity to enter this information on the [Review and Save](#) page. This information cannot be entered once the request is saved.
3. On the CPR consent form, check number 3, "Individual Request – Share Results with Requesting Agency," and then list below the name of each agency you are sharing the results with.

Payment for CPR Request

1. Click "CONTINGENT PAYMENT REQUESTS" tab.

PENDING REQUESTS **CONTINGENT PAYMENT REQUESTS** SUBMITTED REQUESTS SHARED AGENCY REQUESTS COMPLETED REQUESTS

Requests requiring payment for CPR processing. Up to 30 requests may be selected for payment

2. Under CPR Record Name column, click box to left of name. A check mark will appear in the box.

PENDING REQUESTS **CONTINGENT PAYMENT REQUESTS** SUBMITTED REQUESTS SHARED AGENCY REQUESTS COMPLETED REQUESTS

Requests requiring payment for CPR processing. Up to 30 requests may be selected for payment

Search: Search this list... Proceed to Payment

	CPR Record Name	First Name 1	Last Name 1	Middle Name 1
1	<input checked="" type="checkbox"/> 0000975841	JACK	SPARROW	

Proceed to Payment

3. Click Proceed to Payment.

PENDING REQUESTS **CONTINGENT PAYMENT REQUESTS** SUBMITTED REQUESTS SHARED AGENCY REQUESTS COMPLETED REQUESTS

Requests requiring payment for CPR processing. Up to 30 requests may be selected for payment

	CPR Record Name	First Name 1	Last Name 1	Middle Name 1
1	<input checked="" type="checkbox"/> 0000975841	JACK	SPARROW	

Proceed to Payment

Proceed to Payment

4. Complete all required * fields, click Continue.

Delaware Child Protection Registry Request

Required fields are highlighted with an asterisk.

Payment Information:

Amount:* \$14.00
Agency Name: Jack
Agency ID: 28326
Agency Contact: 28330

Please enter the following information about your payment method:

Cardholder's Name:*
Cards Accepted:
Card Number:*
Card Security Code:*
Expiration Date:*

Billing Information:

Address Line 1:*
Address Line 2:
Country:* United States
ZIP Code:*
City:
State: --Select One--

Receipt Information:

Email Address:*
Text Receipt Mobile Phone Number: (Standard carrier charges apply)

Please check here to store the payment method for future use.

Continue | Exit

5. Click Confirm, Modify or Exit. Clicking confirm will attempt to make payment. After payment validation, request moves under "SUBMITTED REQUESTS" tab.

Is this information correct?

Confirm | Modify | Exit

CPR Results

1. Allow 10 business days to receive a **Child Protection Registry Notification** email informing you that CPR results are available on the CPR Portal. Click email link to login CPR Portal.

You are receiving this email as the recipient of child protection registry details from the Delaware Department of Services for Children, Youth and Their Families. Please login to the Child Protection Registry Portal (<https://focusatps-dscyfkids.cs32.force.com/CHUPortal>) to access results for requests submitted.
If all results are not available, they are still being processed. You will receive another email when they are available on the portal.
This is an automated message. Please do NOT reply to the sender address.

Respectfully,
Department of Services for Children, Youth and Their Families

2. Click the "COMPLETED REQUESTS" tab.

PAYMENT REQUESTS SUBMITTED REQUESTS SHARED AGENCY REQUESTS **COMPLETED REQUESTS**

Please click on CPR record and scroll down to download results.

3. In the CPR Letter column, click download to view and print results letter. Results will be available on the CPR Portal for six months.

First Name 1	Last Name 1	Middle Name 1	CPR Letter
JACK	SPARROW		Click here to download

Questions may be directed to: DSCYF.CHU.Portal@delaware.gov



January 1, 2022

Dear Employee,

Enclosed is a Notice entitled "New Health Insurance Marketplace Coverage Options and Your Health Coverage." The health care reform law known as the Affordable Care Act ("ACA") requires that employers provide this Notice to all new employees within 14 days of hire. The Notice provides information about the new Health Insurance Marketplace ("Marketplace").

As a casual seasonal employee, you are not eligible for coverage under the State of Delaware's Group Health Insurance Program ("the Plan"). Therefore, you may wish to explore coverage options through the Marketplace.

For information about the Marketplace, visit the federal government's website at www.HealthCare.gov or the State of Delaware's website at www.ChooseHealthDE.com. If you have questions about the information in this letter or the enclosed Notice, you can contact the Statewide Benefits Office at 1-800-489-8933 or go to the Statewide Benefits Office's website at de.gov/statewidebenefits.

Sincerely,

A handwritten signature in black ink that reads "Faith L. Rentz". The signature is written in a cursive style.

Faith L. Rentz
Director, Statewide Benefits and Insurance Coverage

Enclosure

STATE OF DELAWARE STATEWIDE BENEFITS OFFICE

97 Commerce Way, Suite 201, Dover DE 19904 (D620E)
Phone: 1-800-489-8933 • Fax: (302) 739-8339 • Email: benefits@state.de.us • Website: de.gov/statewidebenefits

New Health Insurance Marketplace Coverage Options and Your Health Coverage

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment based health coverage offered by your employer.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution –as well as your employee contribution to employer-offered coverage– is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description, contact the Statewide Benefits Office at 1-800-489-8933 or go to the Statewide Benefits Office's website at de.gov/statewidebenefits.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit healthcare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

PART B: Information about Health Coverage Offered by Your Employer

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name State of Delaware		4. Employer Identification Number (EIN) 516000279	
5. Employer address 97 Commerce Way, Suite 201		6. Employer phone number 1-800-489-8933	
7. City Dover	8. State DE	9. ZIP code 19904	
10. Who can we contact about employee health coverage at this job? Statewide Benefits Office			
11. Phone number (if different from above) 1-800-489-8933		12. Email address benefits@delaware.gov	

You are not eligible for health insurance coverage through this employer. You and your family may be able to obtain health coverage through the Marketplace, with a new kind of tax credit that lowers your monthly premiums and with assistance for out-of-pocket costs.

[Type here]

External Procedure

NUMBER:	HIPAA-002	TITLE:	HIPAA Privacy Notice
POLICY:	HIPAA Privacy Notice for New Hires		
PRIMARY RESPONSIBILITY:	HR/Benefit Representatives		
FREQUENCY:	On-going (as needed)	DATE/REVISION:	07/27/2022

Background:

Important terms, definitions and acronyms –

- ↳ *HIPAA - Health Insurance Portability and Accountability Act*
- ↳ *PHI – Protected Health Information*
- ↳ *HR - Human Resource*
- ↳ *SBO - Statewide Benefits Office*

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that outlines national standards to safeguard protected health information (PHI). As a requirement within HIPAA policy the U.S. Department of Health and Human Services established *Standards for Privacy of Individually Identifiable Health Information*, also known as the “Privacy Rule”. The Privacy Rule addresses the use and disclosure of individuals’ PHI and also requires covered entities to provide guidance, via a Notice of Privacy Practices, to individuals to understand and control how their health information is used.

The Notice is required to be distributed to all newly hired employees. In addition, the Notice is made available by the State of Delaware to all employees through the following distribution methods:

- The Notice is displayed electronically on the Statewide Benefits Office (SBO) website at <https://dhr.delaware.gov/benefits/hipaa/index.shtml>.
- The State of Delaware mails a copy of the Notice annually at Open Enrollment (excluding employees who consented to receive their notices electronically). The Notice is also available in paper format upon request.

Purpose:

The purpose of this procedure is to provide notice to the employee of how their medical information may be used and disclosed and how the employee can get access to the information.

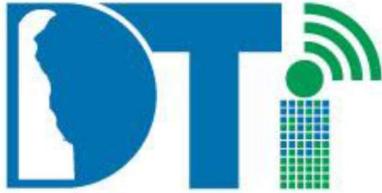
Procedure:

HR/Benefit Representatives are required to provide all employees with a copy of the HIPAA Privacy Notice upon hire.

The State of Delaware's HIPAA Notice of Privacy Practices can be found at de.gov/statewidebenefits. Select "Policies & Procedures", choose "HIPAA", and select "HIPAA Privacy Notice".

Have Questions?

Please contact the Statewide Benefits Office Customer Service Team by phone at 1-800-489-8933 or by email at benefits@delaware.gov.

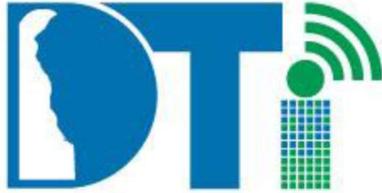


STATE OF DELAWARE
DEPARTMENT OF TECHNOLOGY AND INFORMATION
 801 Silver Lake Blvd.
 Dover, Delaware 19904

Doc Ref Number:	DTI-0042.02	Revision Number:	9
Document Type:	Enterprise Policy	Page:	1 of 14
Policy Title:	Acceptable Use Policy		

Synopsis:	Guide Behaviors in Using the State’s Communications and Computer Systems.		
Authority:	Title 29 Chapter 90C Delaware Code, §9004C – General Powers, duties and functions of DTI “2) Create, implement and enforce statewide and agency technology solutions, policies, standards and guidelines, including as recommended by the Technology Investment Council on an ongoing basis and the CIO”		
Applicability:	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.		
Effective Date:	June 5, 2006	Expiration Date:	None
POC for Changes:	Solomon Adote, Chief Security Officer		
Approval By:	James Collins, Chief Information Officer		
Approved On:	September 28, 2015		
Review Date:	Sept 27, 2019		





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I. Policy

EXECUTIVE SUMMARY

Technology-based solutions and communication devices are woven into all aspects of our professional and personal lives. Often, business and individuals have struggled to determine the appropriate use of technology. 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. 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.



“Delivering Technology that Innovates”



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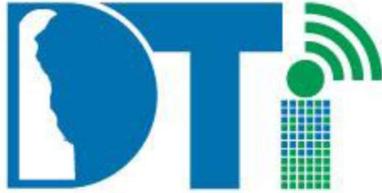
COMPLIANCE WITH ALL LAWS AND REGULATIONS

All State of Delaware employees must comply with all applicable federal, state and local laws and government regulations. This includes compliance with agency requirements within the State organization.

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. The State uses internet content management tools designed to restrict access to unauthorized internet sites. However, while these tools limit prohibited usage, sites that violate acceptable use remain accessible and users must therefore remain vigilant when using the Internet. Alternatively, agencies with business requirements to use filtered sites may request that access. Appendix C includes website categories typically blocked and the process for requesting changes. 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





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Dover, Delaware 19904

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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.
 6. State information and records could be subject to the [Freedom of Information Act](#).

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.



"Delivering Technology that Innovates"



STATE OF DELAWARE
DEPARTMENT OF TECHNOLOGY AND INFORMATION
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Document Type:	Enterprise Policy	Page:	5 of 14
Policy Title:	Acceptable Use Policy		

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

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).

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

Added language for Internet Content Filtering on January 2, 2015

Added language for unprofessional messages or images on May 26, 2015

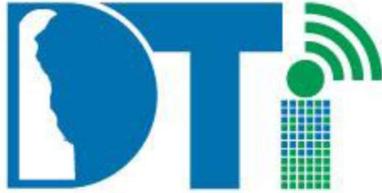
Added language for FTI and social media on 9/28/2015

Refreshed as per sponsor 09/15/2017

- Added **COMPLIANCE WITH ALL LAWS AND REGULATIONS** statement
- Added FOIA statement
- Added further detail/clarification to prohibited email activities
- Added further detail/clarification to use of State resources
- Added Cloud File Sharing to Internet Content Filtering
- Updated Internet Content Filtering with request for exceptions instructions



“Delivering Technology that Innovates”



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Dover, Delaware 19904

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- Updated K12 email address

IV. Approval Signature Block

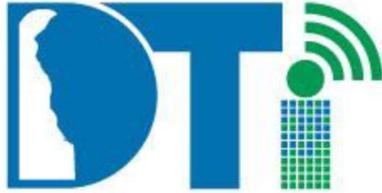
Name & Title: State Chief Information Officer	Date

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 governments, companies or products.
- Large personal files containing graphics or photographs or video or audio files.
- 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.
- Expressing personal opinion as an authoritative response.
- Using background images, animation, excessive colors/formatting, quotes, sayings, verses, etc.
- Sending to non-authorized individuals, accounts or services via an auto-forwarding feature.
- Sending Confidential, Secret, or Top Secret without encryption unless a secure connection is already established.
- Utilizing State email for events, organizations, orders, or communications not directly related to the agency or the State.



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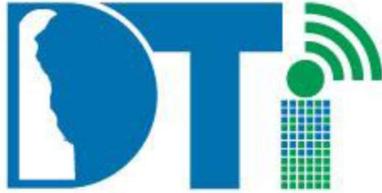
Prohibited use of the Internet includes, but is not limited to, accessing, sending or forwarding information about, or downloading (from):

- 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.
- 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 Cloud Services (e.g. File Storage/Sharing services like DropBox or Google Drive) for Top Secret, Secret and Confidential data, unless the contract includes cloud computing terms and conditions approved by DTI.
- Use of non-DTI approved Cloud Services for document sharing of Public data.
- Sharing of passwords and/or accounts
- Sharing of Federal Tax Information (FTI) on any social media/networking sites.
- Sharing data classified as Top Secret, Secret, and Confidential without proper approval.
- Sharing data that may be detrimental to the State.
- Sharing an unprofessional message or image when utilizing State email, messaging tools, websites, social media, etc.





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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 39 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.'

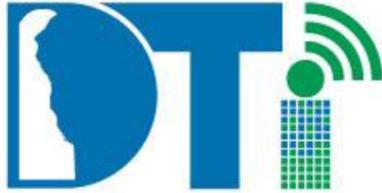
Appendix B - State of Delaware Monitoring

State communications and computer systems, including, but not limited to, computer networks, data files, e-mail and voice mail, may be monitored and/or accessed by the State to ensure the integrity of the technology, protect against fraud and abuse, detect unauthorized access or use, and for other business purposes. Although the Department of Technology and Information (DTI) does not randomly monitor message or network transactions, DTI may without notification or approval, monitor, access and review any and all communications originating from the State of Delaware or delivered to the State of Delaware – employees should have no expectation of privacy in regard to use of these services. This is in accordance with 19 Del. C. chapter 7.

When DTI learns of a possible inappropriate use, DTI will immediately notify the agency/school district or affiliate responsible, which must take immediate remedial action and inform DTI of its action. In instances where agencies/school districts or affiliates do not respond in a timely or reasonably appropriate manner, are "repeat offenders", or if criminal activity is suspected, DTI will work directly with the proper authorities, and follow their guidance in determining appropriate action.



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Any inappropriate use of State communications and computer systems may be grounds for discipline up to and including dismissal based on the just cause standard set forth by Merit Rules, or collective bargaining agreement, whichever is applicable to the subject employee. Exempt employees shall be subject to appropriate discipline without recourse, except as provided by law.

In an emergency, in order to prevent further possible unauthorized activity, DTI may temporarily disconnect that agency or affiliate. If this is deemed necessary by DTI staff, every effort will be made to inform the agency or affiliate prior to disconnection, and every effort will be made to reestablish the connection as soon as it is mutually agreed upon.

Any determination of non-acceptable usage serious enough to require disconnection will be promptly communicated to the Senior Manager at the agency or affiliate by the DTI Executive Team.

Unauthorized activity or non-acceptable usage determined at the agency/school district or affiliate may be subject to remedial action being taken in accordance with the acceptable use policy of that agency/school district or affiliate as well as those actions outlined above. The remedial action outlined in agency/school district or affiliate policies may differ from the remedial action as outlined in this policy.

DTI provides access to state, national and international resources to its clients through connections with networks outside of Delaware. In general, it is the responsibility of those networks to enforce their own acceptable use policies. DTI will make every attempt to inform its clients of any restrictions on use of networks to which it is directly connected; as such information is made available by the network provider.

DTI accepts no responsibility for traffic that violates the acceptable use policy of any directly or indirectly connected networks beyond informing the client that they are in violation if the connected network so informs DTI.

Appendix C – Internet Content Filtering

The State uses internet content management tools designed to restrict access to unauthorized internet sites. Internet sites may be restricted for several reasons such as



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the site is insecure, contaminated with virus or malware, places unconstrained demands on limited State resources or contains inappropriate content. This solution is not 100% effective.

Internet websites are categorized by web filter providers and the State limits access to the following categories:

Audio/Video Clips	Remote Access Tools	Suspicious
Child Pornography	Extreme	Violence/Hate/Racism
Hacking	Controlled Substances	TV/Video Streams
Intimate Apparel	Malicious Data	Social Networking
Nudity	Phishing	Questionable/Illegal
Pornography	Proxy Avoidance	Cloud File Sharing

Category definitions are available at <https://sitereview.bluecoat.com/categories.jsp> . If a user believes that a site is improperly categorized a review request can be sent to <https://sitereview.bluecoat.com/sitereview.jsp> or by email to DTI at StateProxy@lists.intranet.state.de.us .

Requests for exceptions can be made by reaching out to your [Customer Engagement Specialist](#) (CES) and SOC@state.de.us.

The following information is required to do a proper evaluation of adding a service:

- The business use for desired service
- The required URLs used by desired service
- Verification that the desired service is used for data classified as PUBLIC
- If not Public Data, have the Cloud Terms and Conditions been signed by desired service?
- Are you compliant with all licensing required by desired service?

The Agency /Organization head or their designee may request exceptions to these restrictions if the user, or group of users, require access to perform their work responsibilities. Examples of this include public safety officials obtaining access to Violence/Hate/Racism to conduct investigations, public information officers requiring access to social media sites, and training personnel requiring access to streaming video content for education.



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The Agency/Organization head can make this request by sending an email request with the user's name and/or email address and the access required.
On the state network send to the DTI Service Desk at DTI_ServiceDesk@state.de.us.
On the K12 network send to eduproxy@lists.state.de.us.

At no time do approved allowances/exceptions alter the requirements of the Acceptable Use Policy.



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2023-2024
CALENDAR



Approved 2/27/23

Student = 175 Days
Teacher = 188 Days
Child Nutrition = 177 Days
Paraprofessional = 185 Days
Non Work Days for Paraprofessionals
11/6, 1/26, 4/8

HOME of the BUCCANEERS

August 2023

		Su	M	Tu	W	Th	F	Sa	
				1	2	3	4	5	
		6	7	8	9	10	11	12	15-16 - New Teacher Orientation
		13	14	15	16	17	18	19	22-24 - PD
Stdnt	Tchr	20	21	22	23	24	25	26	29 - Transition Day K, 1, 6, 9
Aug		3	6	27	28	29	30	31	30 - First Day for School K-12

February 2024

		Su	M	Tu	W	Th	F	Sa			
						1	2	3			
		4	5	6	7	8	9	10	16 - District open with no students/ no staff		
Stdnt	Tchr	11	12	13	14	15	16	17			
Feb		19	19	18	19	20	21	22	23	24	19 - Presidents Day
Total		112	120	25	26	27	28	29			21 - Mid-Marking Period

September 2023

		Su	M	Tu	W	Th	F	Sa			
							1	2	1 - District open with no students/staff		
		3	4	5	6	7	8	9	4 - Labor Day		
Stdnt	Tchr	10	11	12	13	14	15	16			
Sept		19	19	17	18	19	20	21	22	23	
Total		22	25	24	25	26	27	28	29	30	

March 2024

		Su	M	Tu	W	Th	F	Sa			
							1	2			
		3	4	5	6	7	8	9			
Stdnt	Tchr	10	11	12	13	14	15	16	15 - PD		
Mar		19	20	17	18	19	20	21	22	23	28 - End of MP3 (41 Days)
Total		131	140	24	25	26	27	28	29	30	29 - Good Friday

October 2023

		Su	M	Tu	W	Th	F	Sa			
		1	2	3	4	5	6	7	2 - Mid-Marking Period		
		8	9	10	11	12	13	14	13 - Statewide PD		
Stdnt	Tchr	15	16	17	18	19	20	21			
Oct		21	22	22	23	24	25	26	27	28	
Total		43	47	29	30	31					

April 2024

		Su	M	Tu	W	Th	F	Sa			
		31	1	2	3	4	5	6	1 - Easter Monday 2-5 - Spring Break		
		7	8	9	10	11	12	13	8 - PD		
Stdnt	Tchr	14	15	16	17	18	19	20			
Apr		16	17	21	22	23	24	25	26	27	23 - Professional Development
Total		147	157	28	29	30					

November 2023

		Su	M	Tu	W	Th	F	Sa			
					1	2	3	4	3 - End of MP1 (46 Days)		
		5	6	7	8	9	10	11	6 - PD		
Stdnt	Tchr	12	13	14	15	16	17	18	10 - Veterans Day		
Nov		15	18	19	20	21	22	23	24	25	20-21 - Family Conferences
Total		58	65	26	27	28	29	30			23-24 - Thanksgiving Break

May 2024

		Su	M	Tu	W	Th	F	Sa			
					1	2	3	4			
		5	6	7	8	9	10	11	8 - Mid-Marking Period		
Stdnt	Tchr	12	13	14	15	16	17	18	23 - Last senior day		
May		22	22	19	20	21	22	23	24	25	27 - Memorial Day
Total		169	179	26	27	28	29	30	31		30 - Graduation

December 2023

		Su	M	Tu	W	Th	F	Sa			
							1	2			
		3	4	5	6	7	8	9			
Stdnt	Tchr	10	11	12	13	14	15	16	13 - Mid-Marking Period		
Dec		15	15	17	18	19	20	21	22	23	22-1 - Winter Break
Total		73	80	24	25	26	27	28	29	30	25 - Christmas

June 2024

		Su	M	Tu	W	Th	F	Sa			
								1			
		2	3	4	5	6	7	8	11 - Last student day		
Stdnt	Tchr	9	10	11	12	13	14	15	12-13 - PD		
June		7	9	16	17	18	19	20	21	22	19 - Juneteenth
Total		176	188	23	24	25	26	27	28	29	

January 2024

		Su	M	Tu	W	Th	F	Sa			
		31	1	2	3	4	5	6	1 - New Years Day		
		7	8	9	10	11	12	13			
Stdnt	Tchr	14	15	16	17	18	19	20	15 - Martin Luther King Jr. Day		
Jan		20	21	21	22	23	24	25	26	27	25 - End of MP2 (44 Days)
Total		93	101	28	29	30	31				26 - PD

Calendar Key:

White	Student Day
Gold	District Closed
Maroon	Staff Professional Development (PD)
Gray	District Open with no students/staff

Report Cards Issued: 11/15, 2/6, 4/17, 6/11

*approved 2/27/22

**updated 4/13/23 to reflect State Primary Election

***updated Aug 2023 to reflect Primary Election change to 4/2