

NEW SUBSTITUTE INFORMATION

Laura Bond, Ed.D.
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.

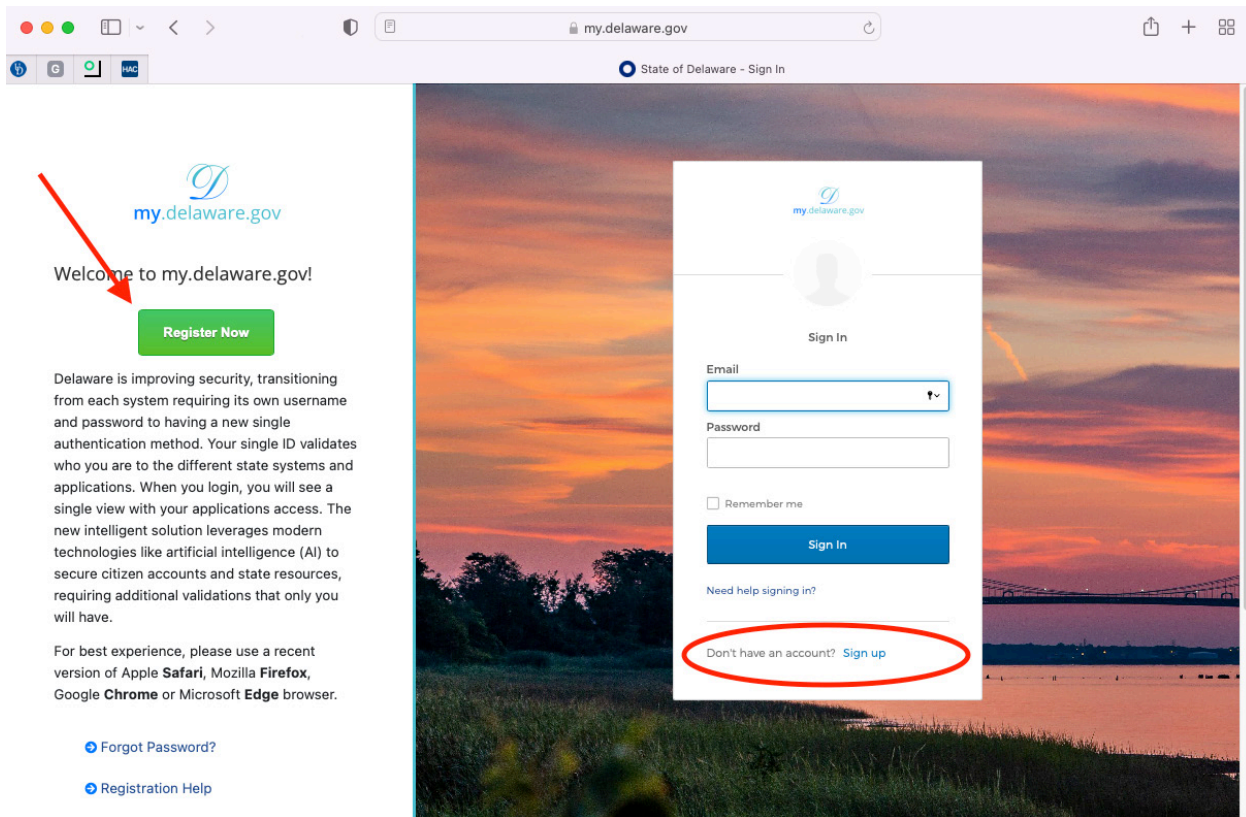
Register for Your My.Delaware.Gov Identity

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"/>	<input type="text" value="Select State"/>
County	Zip Code *
<input type="text" value="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

- Complete all required * fields.

- Read the conditions for requesting access to the Delaware Child Protection Registry Portal. When you accept and agree to the conditions, click the box beside I ACCEPT AND AGREE.

- Click **Register**.

If all required information is completed, the screen should turn white, and then a notice will appear to **Check your email regarding the status of your registration**.

- Check your email for a **Welcome to the Delaware Child Protection Registry Portal** notice. It will contain your Agency ID number and User Name. If this email is not received within 5 days of registration, call the Criminal History Unit (CHU) at 302-892-4525. You will need to provide your assigned ID number and the date registered.

Dear JACK SPARROW,

Welcome to the Delaware Child Protection Registry Request Web Portal. Your account has been approved/reactivated. Your Agency/Individual ID number is 28310. Please make a note of this number for future reference. You must accept the user agreement each time you access the web portal.

NEW USER – If you are new to the web portal, to complete registration you will need to follow this link https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Ffocusuatps-dscyfkids.cs32.force.com%2FCHUPortal%2Flogin%3Ffc%3DPIaNMZ3SQ_6B07wq8KQ9Or67NVF2h1ZaRdelvtQkGWMcZwlvY63M5j3bQ1M20KrYdqecV7sXTtpButYH6TlVnJ1Q58bnPZlItr8wxf0K_zxW2lwzR4Jtgh.K2e_bkUGmacbyPPCyXGym5jEJOxPacfcikIL.P8BjxrcM5zbWzd0kaXq2e_NKVkaV1zEonUdPlm4DuhKT.COo8b9PE.vTwdop.eV9Q%253D%253D&data=04%7C01%7Cdeidra.mcnatt%40delaware.gov%7C2278e0d5ed4e40ed850208d9b6a3fe8c%7C8c09e56951c54deebb28b99c32a4396%7C0%7C0%7C637741637730650381%7CUnknown%7CTWFpbGZsb3d8eVjoiMC4wLjAwMDAilCjQioiV2luMzliLjBjIi6ik1haWwllCjXVCl6Mn0%3D%7C3000&data=mx%2B%2BH4ft9RqOyc69LoXvFRYNSeByvYknblL2z80LTE%3D&reserved=0 where you will be directed to CHANGE YOUR PASSWORD. Create your own secure password for access to the web portal and click Change Password. Your login information is username deidra.mcnatt@delaware.gov and the password you have created. If the link does not work for you, copy and paste it into your browser.

THIS LINK WILL EXPIRE IN 24 HOURS AND CAN ONLY BE USED ONE TIME. After 24 hours, you will be directed to the web portal login page. Enter your username, click the "Forgot Your Password?" hyperlink and follow the directions.

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, [Dropdown Arrow]

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: MM / YYYY

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, 2025

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 "Stephanie R. Hartos". The signature is written in a cursive style.

Stephanie R. Hartos
Director, Statewide Benefits and Insurance Coverage

Enclosure

STATE OF DELAWARE STATEWIDE BENEFITS OFFICE

841 Silver Lake Boulevard, Suite 100, Dover DE 19904 (D620E)

Phone: 1-800-489-8933 • Fax: (302) 739-8339 • Email: benefits@delaware.gov • 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.

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.

PART B: Information About Health Coverage Offered by Your Employer

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 841 Silver Lake Boulevard, Suite 100		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	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:

All employees. Eligible employees are:

Some employees. Eligible employees are:

All full-time, part-time, and limited term employees who meet the requirement.

- With respect to dependents:

We do offer coverage. Eligible dependents are:

Spouses and eligible children (to age 26) who meet the requirements for eligibility.

We do not offer coverage.

If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](https://www.healthcare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](https://www.healthcare.gov) to find out if you can get a tax credit to lower your monthly premiums.

The information below corresponds to the Marketplace Employer Coverage Tool. Completing this section is optional for employers, but will help ensure employees understand their coverage choices.

13. Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?

Yes (Continue)

13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage? _____ (mm/dd/yyyy) (Continue)

No (STOP and return this form to employee)

14. Does the employer offer a health plan that meets the minimum value standard*?

Yes (Go to question 15) No (STOP and return form to employee)

15. For the lowest-cost plan that meets the minimum value standard* offered only to the employee (don't include family plans): If the employer has wellness programs, provide the premium that the employee would pay if he/ she received the maximum discount for any tobacco cessation programs, and didn't receive any other discounts based on wellness programs.

a. How much would the employee have to pay in premiums for this plan? \$ _____

b. How often? Weekly Every 2 weeks Twice a month Monthly Quarterly Yearly

If the plan year will end soon and you know that the health plans offered will change, go to question 16. If you don't know, STOP and return form to employee.

16. What change will the employer make for the new plan year? _____

Employer won't offer health coverage

Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard.* (Premium should reflect the discount for wellness programs. See question 15.)

a. How much would the employee have to pay in premiums for this plan? \$ _____

b. How often? Weekly Every 2 weeks Twice a month Monthly Quarterly Yearly

* 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 (Section 36B(c)(2)(C)(ii) of the Internal Revenue Code of 1986)

External Procedure

NUMBER:	HIPAA-002	TITLE:	HIPAA Privacy Notice for New Hires
POLICY:	HIPAA Privacy Notice for New Hires		
PRIMARY RESPONSIBILITY:	HR/Benefit Representatives		
FREQUENCY:	On-going (as needed)	DATE/REVISION:	08/23/2023

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 benefit eligible employees. Employees appointed to take the New Employee Orientation (NEO) within the Delaware Learning Center (DLC) will receive the HIPAA Privacy Notice as part of the assigned curriculum. For all newly hired benefit eligible employees who will not take NEO within the DLC, a Notice is required to be provided to them by their HR/Benefit Representative.

In addition, the Notice is made available by the State of Delaware to 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 to benefit eligible employees (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 benefit eligible employees not assigned NEO within the DLC 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:	12
Document Type:	Enterprise Policy	Page:	1 of 13
Policy Title:	Acceptable Use Policy		

Synopsis:	Guide Behaviors in Using the State’s Communications and Computer Systems.
Authority:	<u>Title 29 Chapter 90C Delaware Code, §9004C</u> – 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 CIO”
Applicability:	This Policy is applicable to all users of the State of Delaware communications and computing resources. The Department of Technology and Information (DTI) is an Executive Branch Agency and has no authority over the customers in Legislative and Judicial Branches, as well as Local Education Agencies, 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:	6/1/2006
Reviewed:	7/3/2025
Approved By:	Chief Information Officer
Sponsor:	Chief Security Officer





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

Doc Ref Number:	DTI-0042.02	Revision Number:	12
Document Type:	Enterprise Policy	Page:	2 of 13
Policy Title:	Acceptable Use Policy		

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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. The objective of this policy is to create a framework to ensure that IT resources are used in an appropriate manner and support the State of Delaware. Unauthorized use or disclosure of protected data may result in sanctions to an individual by the governing bodies of the Federal and State governments.

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. This policy addresses current technology services, products, and use-case scenarios while anticipating future developments in the field.

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



“Delivering Technology that Innovates”



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

Doc Ref Number:	DTI-0042.02	Revision Number:	12
Document Type:	Enterprise Policy	Page:	3 of 13
Policy Title:	Acceptable Use Policy		

choices or actions that are not acceptable. As individuals involved in the affairs of State government, our work must be performed with integrity, respect, and prudent judgment.

POLICY STATEMENT

It is the policy of the State of Delaware to maintain an environment that promotes ethical and responsible conduct in all online network activities by all employees, contractors, and casual seasonal staff (herein as "User(s)" or "You"), consistent with the standards set forth in Title 29, Chapter 58 of the Delaware Code. It shall be a violation of this policy for any User to engage in any activity that that does not conform to the established purpose, general rules and policies pertaining to use of the State network. This Acceptable Use Policy identifies certain uses and activities that the State may consider violative of the State's Employee Code of Conduct, found within Title 29, Chapter 58 of the Delaware Code. The lists and examples of prohibited conduct found within this policy is not exhaustive. Failure to demonstrate ethical and responsible conduct may be a violation of this policy, even if the conduct is not specifically enumerated herein.

1. You are responsible for exercising good judgment and acting in a manner that supports public trust regarding appropriate use of State data and resources (email, web sites, Internet services, teleconferencing, etc.) in accordance with State policies, standards, and guidelines. The State of Delaware uses Internet content filtering 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. State of Delaware data or resources may not be used for any unlawful or prohibited purpose.
2. You must ensure through practice or technical means that non-public information remains within the control of the State of Delaware at all times. Conducting State business that results in the inappropriate release or disclosure of State of Delaware or Federal data or the storage of non-public State or Federal 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. You are prohibited from entering confidential or privileged State data into Generative Artificial Intelligence (GenAI) applications that are not approved by either DTI or your





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employing State agency for such use. You must not use an e-mail account that is not provided by the State of Delaware or its customer and partners, for government business. Sanctions may be imposed by the governing bodies of the Federal and State governments for any willful release of data including fines and/or imprisonment.

3. You are responsible for ensuring secure practices are utilized when conducting business with or on behalf of the State of Delaware, consistent Title 29, Section 9011C of the Delaware Code and other laws, regulations, and standards. The State retains the right to access any State records or materials developed for State use. In that regard, State owned devices are mandated to comply with State security policies and practices.

You acknowledge and understand that all uses of the State's resources are subject to auditing and there is no right to privacy when using State resources.

4. Each user is required to read and understand this policy and sign the applicable Acceptable Use Policy Statement at time of hire. The signed acknowledgement statement must be maintained by each organization. Users who do not sign the Acceptable Use Policy Acknowledgement Statement will be denied access to the State's Communications and Computer Systems.
5. State information and records could be subject to the [Freedom of Information Act](#).
6. Each user must comply with this Acceptable Use Policy

COMPLIANCE AND OVERSIGHT

DTI, the relevant Agency, oversight organization, or applicable contractor may notify the User's human resources, Information Resource Manager, or contractor management as applicable regarding User's access to State systems.

DTI reserves the right to terminate or suspend service immediately or to otherwise disconnect, remove, block, filter or restrict Your use of service if DTI determines that such use is illegal or violates this Acceptable Use Policy. DTI will cooperate with legal authorities and/or relevant third parties in the investigation of any suspected or alleged crime or civil wrong. If DTI believes that You have used the systems for an unlawful or abusive purpose, DTI may forward the relevant communication and other information, including your identity, to the appropriate authorities for investigation and Your employing agency. You hereby consent to DTI forwarding any such communications and information to these authorities and Your employing agency. In addition, DTI may provide information in response to law enforcement requests, lawful government requests, subpoenas or court



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orders. DTI may also provide information to the appropriate authorities to protect the State's rights and property and in the case where failure to disclose the information may lead to imminent harm to You or others.

If Your Human Resources department finds that You have violated this Acceptable Use Policy, then refer to the employment rules, policies, and procedures of Your Human Resources department for additional information and guidance. This Acceptable Use Policy does not address any actions that your Human Resources department may or may not take.

If there is ambiguity or confusion regarding any part of this policy, contact Your supervisor or Agency/School District or Affiliate Information Resource Manager (IRM) or Technology Director. Agency/School District or Affiliate IRM's or Technology Directors can contact DTI by sending an email to eSecurity@Delaware.gov.

II. Definitions

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, any device that is used to facilitate teleconferencing/videoconferencing, and State Intranet or Internet access (including when accessed through personal computers).

III. Development and Revision History

Date	Revision
4/15/2003	Rev 0 – Initial version
8/8/2005	Rev 0 - Corrected hyperlinks, reference to the Merit rules, and CRS title
7/31/2006	Rev 1 - First reformatted version
5/22/2007	Rev 2 - Revised version published
9/17/2007	Rev 3 - Updated acknowledgement statement
9/5/2008	Rev 3 - Clarified the requirement to sign the Acknowledgement statement in Appendix 1
7/1/2009	Rev 3 - Add FOIA and social media topics



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1/5/2012	Rev 4 - Add mobile device topic plus reformatting
6/3/2013	Rev 5 - Add revised language related to DropBox
1/2/2015	Rev 6 - Added language for Internet Content Filtering
5/26/2015	Rev 7 - Added language for unprofessional messages or images
9/28/2015	Rev 8 - Added language for FTI and social media
9/15/2017	Rev 9 - <ul style="list-style-type: none">• 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• Updated K12 email address
8/31/2022	Rev 10 - Major revisions in all areas such as policy statement, compliance and oversight, acknowledgement statements, prohibited use, monitoring, personal use and Internet content filtering
11/2/2024	Rev 10 - Removed a reference to the Technology Investment Council
2/26/2025	Rev 11 - Updated the language for monitoring
7/3/2025	Rev 12 - Updated for Generative Artificial Intelligence

IV. Approval Signature Block

Name & Title:  State Chief Information Officer	Date: 07/14/2025
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V. Related Policies and Procedures

[Delaware Information Security Policy](#)
[Identity and Access Management Guidelines](#)



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Prohibited use of the Internet and activities including *email (sending or forwarding)*, downloading of data, accessing data or specific sites that are prohibited unless there is a legitimate business purpose:

- ✓ Emailing, downloading or accessing jokes or language, that may be considered discriminatory, harassing, unlawful, defamatory, obscene, or otherwise inappropriate, this includes but is not limited to, messages about age, race, gender, disability, sexual orientation, national origin, or similar matters.
- ✓ Accessing, downloading, sending or forwarding emails or materials that include pornographic or sexually explicit, discriminatory, harassing, defamatory, libelous material, or are accessed or downloaded from pornographic websites or hate websites.
- ✓ Using the email systems in a way that could affect the system's reliability or effectiveness, for example distributing chain letters, spam, or unauthorized or mass communication.
- ✓ Accessing or distributing information related to religious or charitable materials, activities, or causes that are not affiliated with the State of Delaware.
- ✓ Accessing gambling sites or conducting gambling online via State of Delaware Internet access.
- ✓ Downloading or using 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).
- ✓ Distributing or soliciting messages that inappropriately disparage other governments, companies, or products.
- ✓ Downloading large personal files containing graphics, photographs, videos, or audio files.
- ✓ Emailing, distributing, or soliciting mass communication related to political materials, personal or commercial ventures or solicitations (for example, messages that could be considered pyramid schemes, multi-level marketing, or fraudulent activity for personal gain).
- ✓ Accessing Underground or other websites which contain malicious software and/or instructions for compromising State of Delaware cyber security.
- ✓ Participating, accessing, and contributing to chat sites that are not business or work related.
- ✓ Auto-forwarding emails through an automated means to a non-State of Delaware destination email address is strictly prohibited. In the event auto-forwarding is required, written approval is necessary from the Chief Security Officer or designee. Selected email (s) may be manually forwarded by a State of Delaware user to a non-State of Delaware destination if it will not result in inappropriate disclosure of





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information, such as but not limited to Federal Tax Information ("FTI"), State of Delaware Tax Information, Personal Health Information ("PHI"), Personally Identifiable Information ("PII"), or any information such as Policies, Procedures or documents deemed non-public (Confidential, Secret, or Top Secret) or Social Security Administration (SSA) Data.

- ✓ Using a GenAI tool in any fashion that violates the State's Generative AI Policy or the rules of your agency.
- ✓ Producing work product through GenAI use without disclosing that GenAI was used in the creation process.
- ✓ Presenting information created using GenAI that you know or have a reasonable belief to be incorrect, biased, or discriminatory.

Additional Prohibited Activity

- ✓ Intentionally importing viruses, installing malware, botnet, keyloggers ransomware or malware.
- ✓ Registering Internet domain names of the State of Delaware business/school district or those of third parties without authorization from DTI.
- ✓ Distributing or soliciting any other materials that would be improper under this policy or other State of Delaware policies.
- ✓ Excessive personal surfing, utilizing streaming services for personal use such as listening to, downloading, or watching music or videos during work hours.
- ✓ Disclosing or sharing passwords and/or accounts without prior authorization or legitimate business purpose.
- ✓ Unauthorized disclosure, distribution or storage of protected information including but not limited to: Confidential, Secret, or Top Secret information, Federal Tax Information (FTI), State of Delaware Tax Information, Protected Health Information (PHI), Personal Identifiable Information (PII), or Social Security Administration (SSA) Data.

PERSONAL USE

State systems are intended primarily for business and instructional purposes, but limited personal use in accordance with your manager's discretion may be permissible if 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



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- political activities
- Violate any of the standards contained in any State of Delaware law or policies
- Lead to unreasonable costs attributed to excessive personal surfing, utilizing streaming services for personal use such as listening to music or watching video and downloading of music and video files may be violative of this policy or Your employing agency's rules of conduct.

STATE OF DELAWARE MONITORING

State Communications and Computer Systems, including, but not limited to, computer networks, data files, e-mail, voice mail, and substance of dialogue found within collaborative communication tools, may be accessed by the State of Delaware to ensure the integrity of the technology, protect against fraud and abuse, detect unauthorized access or use, and for other business purposes. Although DTI is not able to live monitor message or network transactions, DTI may without notification or approval, access, and review any and all communications originating from the State of Delaware or delivered to the State of Delaware for which records are retained. Employees should have no expectation of privacy in regard to use of these services. This is in accordance with 19 Del. C. chapter 7.

Violation of any provision of this Policy, whether as a single instance or repeated occurrence, may result in the immediate interruption, suspension, or termination of your access and use of the systems. You acknowledge, understand, and agree that the State of Delaware shall not be required to issue warnings, reprimands, or undergo any formal or informal process prior to causing the Services to be interrupted, suspended, and/or terminated. 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 unacceptable usage determined at the agency/school district or affiliate may be subject to remedial action being taken in accordance with any applicable 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.





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DTI accepts no responsibility for traffic that violates the Acceptable Use Policy.

INTERNET CONTENT FILTERING

DTI uses Internet content management tools designed to restrict access to unauthorized Internet websites. Internet websites may be restricted for several reasons such as the website is insecure, is contaminated with virus or malware, places unconstrained demands on limited State resources, or contains inappropriate content. DTI is not able to guarantee that all impermissible Internet websites will be restricted. It is incumbent upon State agencies to remain vigilant in monitoring employee Internet usage.

Category definitions can be verified by contacting the DTI Service Desk at 302-739-9560. If a user believes that a site is improperly categorized, a review request can be sent to the DTI Service Desk at DTI_ServiceDesk@Delaware.gov.

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 content to conduct investigations, public information officers requiring access to social media sites, and training personnel requiring access to streaming video content for education.

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 of Delaware network.

Send the request to the DTI Service Desk at DTI_ServiceDesk@Delaware.gov.

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





MILFORD SCHOOL DISTRICT 2025-2026 CALENDAR

Student K-11= 1125 hours
State Required = 1060 hours
Student Gr.12= 1055 hours
State Required = 1032 hours
Teacher = 188 Days
Paraprofessional = 185 Days
Non Work Days for Paraprofessionals
 11/10, 1/5, 4/2

August 2025

Su	M	Tu	W	Th	F	Sa		
					1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
Stdnt	Tchr	17	18	19	20	21	22	23
0	6	24	25	26	27	28	29	30
		31						

18-21: 1 Teacher Flex Day for classroom set-up
 22, & 25-28: Staff PD
 29-12 month only

September 2025

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

1: No School - Labor Day
 2: All students K-12 return to school

October 2025

Su	M	Tu	W	Th	F	Sa		
			1	2	3	4		
5	6	7	8	9	10	11		
Stdnt	Tchr	12	13	14	15	16	17	18
21	23	19	20	21	22	23	24	25
Total	42	50	26	27	28	29	30	31

3: Mid-Marking Period 1
 10: Staff PD
 13: Family Conferences

November 2025

Su	M	Tu	W	Th	F	Sa			
						1			
2	3	4	5	6	7	8			
Stdnt	Tchr	9	10	11	12	13	14	15	
15	16	16	17	18	19	20	21	22	
Total	57	66	23	24	25	26	27	28	29
		30							

5: End of Marking Period 1
 10: Staff PD
 11: No School - Veteran's Day
 26: 12 month only
 27-28: No School - Thanksgiving

December 2025

Su	M	Tu	W	Th	F	Sa		
	1	2	3	4	5	6		
7	8	9	10	11	12	13		
Stdnt	Tchr	14	15	16	17	18	19	20
15	15	21	22	23	24	25	26	27
Total	72	81	28	29	30	31		

17: Mid-Marking Period 2
 22-23: 12-month only
 24-31: No School - Winter Break

January 2026

Su	M	Tu	W	Th	F	Sa			
				1	2	3			
4	5	6	7	8	9	10			
Stdnt	Tchr	11	12	13	14	15	16	17	
18	19	18	19	20	21	22	23	24	
Total	90	100	25	26	27	28	29	30	31

1-2 : No School - Winter Break
 5: Staff PD
 19: No School - MLK Jr. Day

February 2026

Su	M	Tu	W	Th	F	Sa			
	1	2	3	4	5	6	7		
Stdnt	Tchr	8	9	10	11	12	13	14	
18	19	15	16	17	18	19	20	21	
Total	108	119	22	23	24	25	26	27	28

2: End of Marking Period 2
 9: Staff PD
 16: No School - Presidents' Day

March 2026

Su	M	Tu	W	Th	F	Sa		
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
Stdnt	Tchr	15	16	17	18	19	20	21
21	22	22	23	24	25	26	27	28
Total	129	141	29	30	31			

4: Mid-Marking Period 3
 9: Staff PD

April 2026

Su	M	Tu	W	Th	F	Sa		
			1	2	3	4		
5	6	7	8	9	10	11		
Stdnt	Tchr	12	13	14	15	16	17	18
15	16	19	20	21	22	23	24	25
Total	144	157	26	27	28	29	30	

1: End of Marking Period 3
 2: Staff PD
 3-10: No School - Spring Break

May 2026

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	
20	20	17	18	19	20	21	22	23	
Total	164	177	24	25	26	27	28	29	30
		31							

11: Mid-Marking Period 4
 25: No School - Memorial Day
 28: Graduation Day

June 2026

Su	M	Tu	W	Th	F	Sa		
	1	2	3	4	5	6		
7	8	9	10	11	12	13		
Stdnt	Tchr	14	15	16	17	18	19	20
9	11	21	22	23	24	25	26	27
Total	173	188	28	29	30			

11: Last Student Day, End of Marking Period 4
 12: Staff PD
 15: Staff PD
 19: District Closed - Juneteenth

Calendar Key:

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

Report Cards Issued: 11/19, 2/18, 4/15, 6/11

*Updated 3/4/25