

 <p style="text-align: center;"><b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b></p>		<p><b><u>POLICY NUMBER:</u></b></p> <p style="font-size: 2em; color: orange; text-align: center;">DJS 154.00</p>	<p><b><u>PAGES:</u></b></p> <p style="text-align: center;">3</p>
<p><b><u>CHAPTER:</u></b> Administration and Management</p>	<p><b><u>REFERENCE AND RELATED STANDARDS:</u></b> WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.</p>		
<p><b><u>SUBJECT:</u></b> Computer, Internet and Email Use</p>			
<p><b><u>DATE:</u></b> July 1, 2013</p>			

## POLICY

It is the policy of the West Virginia Division Juvenile Services (DJS) to maintain a mechanism that assures that the use of state-provided information technology (IT) resources is related to, or is for the benefit of, the DJS and West Virginia state government. In addition, state-provided IT resources shall be used productively; disruptions to WV state government activities, because of inappropriate use of state-provided IT resources, shall be avoided; and the DJS community shall be informed about confidentiality, privacy, and acceptable use of state-provided IT resources as defined in this Policy.

## CANCELLATION

This policy has been reviewed and supersedes Policy 154.00 dated October 1, 2012.

## APPLICABILITY

This Policy applies to all state-provided IT resources used by Division of Juvenile Services' Facilities, Youth Reporting Centers, offices, employees, contract employees and volunteers.

## DEFINITIONS

1. **E-mail**: messages sent and received electronically (including MMS-multi-media messaging service and SMS-short message service) whether if through the Internet or any other system available to individuals using DJS-provided IT resources.
2. **Information Technology (IT) Resources**: Any hardware, software application or state-provided IT resources including computers of all kinds, printers, data networks, servers, E-mail, the Internet, electronic voice and video communications, smart phones, document management/imaging copiers or scanners, microform, facsimile, and any future technologies that the DJS may use to accomplish its mission and goals.

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## PROCEDURES

1. The Governor's Office of Technology (GOT) is the support provider for DJS users of technology applications.
2. All requests for computer related procurements and movement of computer components will be coordinated through the Data Systems Manager prior to purchase or movement.
3. No state-issued computer, laptop, tablet or computer accessories or components may be taken out of a facility without permission from the Facility Superintendent/Director. Any laptop not issued to a specific staff person but designated to the facility for use on a short-term basis by staff must be logged in/out with approval from the Facility Superintendent/Director.
4. All DJS computer related procurements shall be acquired in accordance with DJS purchasing procedures and established standards and must have prior written approval from the Division Director or designee.
5. Access to any DJS-provided IT resource may be denied or revoked at any time for any reason without notice.
6. DJS-provided IT resources are intended for DJS work-related usage and not for any employee's personal purpose. However, employees are permitted to use their state-provided IT resources for college studies. The employee must request in writing and obtain the facility superintendent/director's permission in advance. Further, such personal use must take place on the employee's own time and cannot conflict with DJS interests. An employee is responsible for saving personal data when used for this purpose. DJS will not be responsible for any computer or software malfunctions when dealing with personal data.
7. Computers not designated for resident use may not be used by any resident or YRC participant.
8. No employee shall attempt to repair or modify any computer equipment and/or cabling without guidance from GOT.
9. Only screen savers and wallpaper installed by GOT will be allowed.
10. No games shall be added to any DJS computers or accessed during work hours.
11. GOT may monitor all transmissions to/from the Internet and/or examine all of its system configurations, as well as the files on those systems. DJS has the right to request GOT to examine any computer and its transmissions or files for any purpose.

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12. Eligible individuals may be granted access and privileges to the DJS e-mail by following the proper request/approval procedure.

13. Employees do not have a personal privacy right in any information created, received, stored in or sent from any IT resources, including email. All information contained in any IT resources is subject to review, FOIA and the discovery process through the court system.

14. Employees shall not send forged electronic mail, mail that will intimidate or harass other individuals, mail that involves the use of obscene, bigoted, or abusive language or images, chain messages that can interfere with the efficiency of the system, or promotional mail for profit-making purposes.

15. Responsibilities of Users of State-provided IT Resources:

- a. To access only files, data, and protected accounts that are the users own, that are publicly available, or to which the user has been given authorized access.
- b. To use IT resources efficiently and productively.
- c. To safeguard data and personal information, passwords, authorization codes, and all confidential data. Employees shall take full advantage of file security mechanisms built into the computing systems choosing passwords wisely, changing them periodically, and following the security policies and procedures established to control access to and use of information resources.
- d. To report, in writing, to the appropriate DJS authority if the user becomes aware of breaches of security and/or confidentiality or any misuse of state-provided IT resource.

16. Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

**RIGHTS RESERVED**

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:

  
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 Director

\_\_\_\_\_  
 Date