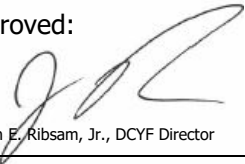| 2225 SYSC EDUCATION DEPARTMENT COMPUTERS	
Chapter: **Sununu Youth Services Center**	Section: **Academic, Vocation and Work**
New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: **17-66** Effective Date: **December 2017** Scheduled Review Date:	Approved: _Joseph E. Ribsam, Jr., DCYF Director_
Related Statute(s): **RSA 621** and **RSA 621-A** Related Admin Rule(s): **PER 1000** Related Federal Regulation(s):	Related Form(s): Bridges' Screen(s) and Attachment(s): **DHHS Computer Use Agreement**

Everyone deserves to be safe, including safe from risk to their personal information. The information systems that support the efficiency of SYSC education staff in working with students also fall under numerous security and privacy regulations, both state and federal that apply to client and business information. As a result every authorized user has responsibility to ensure the protection of information from unauthorized access, misuse, theft, damage, destruction, modification or disclosure.

Purpose

This policy defines the use of computers, systems, and networks by the John H. Sununu Youth Services Center (SYSC) Education Department.

Definitions

"Authorized User" means a staff of the SYSC educational department who has read and signed the DHHS Computer Use Agreement.

"DCYF" or the **"Division"** means the Department of Health and Human Services' Division for Children, Youth and Families.

"DHHS" or the **"Department"** means the New Hampshire Department of Health and Human Services.

"DoIT" means the New Hampshire Department of Information Technology.

"PII" or **"Personally Identifiable Information"** means information which can be used to distinguish or trace an individual's identity (e.g. name, social security number, biometric records, etc.) alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual (e.g. date and place of birth, mother's maiden name, etc.).

"SYSC" or the **"John H. Sununu Youth Services Center"** means the architecturally secure juvenile treatment facility administered by the DHHS Division for Children, Youth and Families.

Policy

I. All authorized users must adhere to the DHHS Computer Use Agreement while accessing the SYSC computers and DHHS network.

    A. Passwords and login IDs are not to be placed on or near the computer.

B.   Each authorized user must use their individually assigned login and password. No exceptions.

C.   Food and liquids are not to be consumed anywhere near the computer.

D.   Computers must be kept clean. Computer cleaning supplies can be ordered from the stockroom.

II.   Any time students are present, no authorized users shall:

A.   Access any database, server, document, or other system that contains Personally Identifiable Information (PII);

A.   Access email;

B.   Access Grade Pro; or

C.   Allow students access to the SYSC computer for any use.

III.   Any time that a teacher/educational staff is away from their assigned classroom they must ensure that the computer is locked and not accessible by anyone.

IV.   Monitoring and Auditing of Education Department Computers:

A.   The SYSC School Principal, or designee, will audit 5% of all authorized users every month for their use of email and internet access on computers that are located in classrooms and accessible to students.

B.   Violations of this policy or the DHHS Computer Use Agreement may result in the loss of computer privileges and/or the institution of appropriate disciplinary actions pursuant to New Hampshire Personnel Rules PER 1000.

Practice Guidance

What do I do if I am having difficulties with the computer?
- If you have any problems with the computer functioning, call the NH Support Center at 1-800-835-2379 and report the concerns. A support ticket will be generated for quick resolution of the problem. If you are unsure whether to call the support center, call your supervisor.

What should I do if I think that an unauthorized user may have accessed a computer?
- Any time that there is a concern that a computer in the Educational Department may have been accessed by an unauthorized user, the staff must report the concern to the SYSC School Principal and notify the Department of Information Technology Helpdesk.

I have read, understand, and will adhere to the SYSC Education Department Computers Policy.

_____ Date: _____
Signature of Authorized User