YOUTH SERVICES
POLICY

Title: Use of Information Technology Systems **Next Annual Review Date:** 12/19/2009	**Type:** A. Administrative **Sub Type:** 5. Information Services **Number:** A.5.1
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References: ACA Standards 3-JTS-1F-01 and 1F-07 (Juvenile Training Schools); Performance-Based Standard PP24; YS Policies A.3.3 "Collection of Fees for Reproduction of Public Records", B.3.2 “Access to and Release of Active and Inactive Records – Juvenile”, C.1.5 Research" and C.1.13 "Media Access and Public Information"; and Office of Information Technology Policy IT-POL-008	
STATUS: Approved	
Approved By: *Mary L. Livers, Deputy Secretary*	**Date of Approval:** 12/19/2008

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405.

II. PURPOSE:

To establish the Deputy Secretary’s policy regarding access to and use of YS and DPS&C information systems.

III. APPLICABILITY:

All employees of YS. Each Unit Head is responsible for ensuring that all necessary procedures are in place to comply with the provisions of this policy.

IV. DEFINITIONS:

Computer Equipment - Includes computer file servers, desktop/notebook computers, data communications equipment, and personal digital assistants (PDA), and Blackberries.

Information Systems - YS and DPS&C information systems that reside on computer equipment located within OIS; includes hardware and software components.

Security - Those precautions and safeguards that are used to protect the integrity of and prohibit unauthorized access to the data stored in the information systems.

This includes computer user-IDs and passwords, computer user access rights, information system time-out parameters, restricted office access, and locked offices.

Unauthorized Access - Ability to view, add, modify, delete, print, copy, or transmit data from an information system where the individual gaining access does not have the right or the need to know such information.

Unit Head - Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Facility Directors, and Regional Managers.

YS Central Office - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Deputy Assistant Secretaries and their support staff.

V. POLICY:

It is the Deputy Secretary's policy that use of the state's information systems must be for official business only. Access to any information system by youth in the custody or under supervision of YS is strictly prohibited. All personnel are responsible for ensuring the security of assigned computer equipment and preventing unauthorized access.

VI. PROCEDURES:

A. Access to Information Technology Systems

1. Each employee authorized to use an information technology system shall be assigned a unique computer-user ID and password and will be given the level of access necessary to complete their job duties or functions, as determined by the employee's Unit Head.

2. Each unit and OIS shall provide training on access to and use of the information systems.

B. Use of Information Technology Systems

1. YS and DPS&C information technology systems facilitate decision-making, research, and timely responses to youth needs and information requests. This includes the exchange of information between all units, including law enforcement and criminal justice agencies, while respecting the confidentiality and privacy of youth records.

2. Data from the information systems shall be used for reporting statistics and general demographic information to all employees of YS, government agencies, legislative staff, media, and the general public. (see YS Policies A.3.3 "Collection of Fees for Reproduction of Public Records" and C.1.13 "Media Access and Public Information")

3. Dissemination of information shall be based on the right and need to know of the person(s) making the request, thus prohibiting unauthorized access and/or dissemination of criminal record information without authorization. (See YS Policies A.3.3 "Collection of Fees for Reproduction of Public Records", and B.3.2 "Access to and Release of Active and Inactive Records - Juvenile" and C.1.13 "Media Access and Public Information" for additional information.)

4. Each Unit Head shall appoint staff to coordinate with OIS in developing priority lists for improvements to existing information systems and the development and design of new information systems.

Previous Regulation/Policy Number: A.5.1
Previous Effective Date: 02/04/2005
Attachments/References: