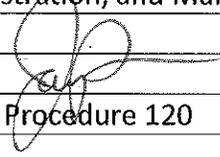




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DEPARTMENT FOR CHILDREN AND FAMILIES
Family Services Division
Woodside Juvenile Rehabilitation Center

Chapter:	Organization, Administration, and Management	
Subject:	Computer Use	Page 1 of 2
Approved:	Jay Simons, Director 	Effective: 3/30/2018
Supersedes	Woodside Policy and Procedure 120	Dated: 12/2016

Purpose

Woodside employees are expected to use the Department for Families and Children computer network for data entry and case record purposes. An integrated database and record keeping system is integral to optimal Department functioning. Computer systems by their nature present certain risks that must be managed carefully to ensure the integrity of the system and maintain the confidentiality of youth and families served by the Department.

Policy

All Woodside employees, whether permanent or temporary, must comply with State, DII, AHS and DCF policies on computer use. Those policies include, but may not be limited to:

- State Personnel Policy 11.7, "Electronic Communications and Internet Use;"
- Applicable ADS, AHS and DCF polices

All employees will be expected to read all applicable computer use policies when they begin their employment at Woodside. State computers are to be used for official business. Personal use of computers is limited to incidental and occasional use that is permitted by the above policies.

Procedures

The following procedures highlight policy requirements and existing Woodside expectations that are especially important to Woodside staff. Due to the unique nature of Woodside and the fact that many employees working in the living units share the same computer, several special considerations need to be followed.

- Employees must be logged in under their own names when working on the computer. Employees using a computer must lock the computer or log off before leaving the unit office. If they do not, the computer automatically locks out after ten minutes and will prevent anyone else from using the most recent users profile and apps.
- Employees may not give their password to other employees, whether permanent or temporary.

Chapter:	Organization, Administration, and Management	Page 2 of 2
Subject:	Computer Use	

- Woodside employees have access to the applicable FSD/Woodside folders, staff will only enter objective data when required by their job duties.
- Laptop computers provided to staff are only for department use and may not be taken out of the building without the express permission of the Woodside Director or designee.

Computer Use by Woodside Youth

- The computers in the Woodside facility are for employee use only and are not available for use to any resident. There may be very limited exceptions if, for example, a resident needs to look up a potential placement resource or needs information to complete a homework assignment. Staff will access the computer and maintain of the keyboard and mouse while assisting the resident. Exceptions may be granted only by the Woodside Director or designee. Residents may not “surf” the Internet. Residents may play appropriate computer games utilizing an Eno board in a classroom under the supervision of staff. The computer game rating may not exceed “T” (Teen). The “E10+” (Everyone 10+) is the preferred rating for internet games played by residents.
- The Woodside School maintains a “RACHEL” system and tablets in the classrooms that provide students with limited Intranet access for educational purposes. Any permission granted to students to use the tablets must be for educational purposes only. As with all structured activities at Woodside, students must be monitored closely at all times while using a tablet. There are limited number of computers available to residents in the English classroom, these computers will not be internet accessible. Students utilize these computers to complete appropriate school work under the supervision of a Woodside Teacher.
- Address the applicable supervisor regarding any questions of inappropriate use of computers at Woodside.