

	<b>Agency Name</b>	Office of Community Services (OCS)
	<b>Chapter No./Name</b>	Memorandum
	<b>Part No./Name</b>	2010
	<b>Section No./Name</b>	10-009 Electronic Communication
	<b>Date Issued</b>	February 22, 2010

### **10-009 Electronic Communication (February 22, 2010)**

The purpose of this memorandum is to remind staff that any form of electronic communication on work computers is to be for official, professional purposes only. Accessing electronic social networking sites, such as Facebook, MySpace, Blogs, etc., on department issued computers is strictly prohibited. In limited, very specific situations, it may be a constructive tool to aid within the context of casework activity, such as locating relatives. In this event, supervisory approval is required to explore these types of electronic networking sites. If there is a need to access any type of the aforementioned electronic communication sites for work related activity, it should be approved by the supervisor and clearly documented.

As per [DSS Policy 5-07 Netiquette](#), e-mail is a public record. Any person can make public records requests of DSS e-mail. Staff is reminded when you use e-mail, you are leaving a written record. Thus confidentiality, as per Louisiana Revised Statute 46:56 and OCS Administrative Manual, Chapter 1, [Section 1-500](#), shall be adhered to at **ALL** times. Under no circumstances shall information be posted to any electronic networking site that identifies, or could identify, DSS/OCS families, children, home visits, court activity, placement/re-placement of children or ANY activities related to a case. This is expressly prohibited by Louisiana law and agency policy. Violations of these guidelines are subject to disciplinary action.

It is recommended that staff also review DSS Policy Manual, Part 5, [Section 5-03 \(VIII. Internet Connections\)](#)

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