DELAWARE STATE-WIDE INFORMATION TECHNOLOGY AND ARCHITECTURE STANDARDS

Guideline ID:	AC-GUI-001
Title:	**Social Media and Streaming Media Guidelines**
Revision Number:	0
Domain:	Access
Discipline:	Social Media
Effective:	02/26/2024
Reviewed:	02/26/2024
Approved By:	Chief Information Officer
Sponsor:	Chief Technology Officer

I.   Authority, Applicability and Purpose

A. **Authority:** Title 29 Chapter 90C Delaware Code, §9004C – General Powers, duties and functions of DTI "2) Create, implement and enforce statewide and agency technology solutions, policies, standards and guidelines, including as recommended by the Technology Investment Council on an ongoing basis and the CIO".

B. **Applicability:** Applies to all State of Delaware communications and computing resources. The Department of Technology and Information (DTI) is an Executive Branch Agency and has no authority over the customers in Legislative and Judicial Branches, as well as Local Education Agencies, and other Federal and Local Government entities that use these resources. However, all users, including these entities, must agree to abide by all policies, standards promulgated by DTI as a condition of funding, access and continued use of these resources.

C. **Purpose:** This document provides guidance to users on their default access to social media and streaming media and how to request additional access.

II. Scope

A. **Audience:** This guideline is intended for business and IT personnel.

B. **Areas Covered:** This guideline describes the access to social media and streaming media from State managed networks.

III. Process

A. Adoption: These guidelines have been adopted by DTI through the Technology and Architecture Standards Committee (TASC) and are applicable to all Information Technology use throughout the State of Delaware.

B. Revision: Technology is constantly evolving; therefore, the guidelines will need to be regularly reviewed. It is the intent of the TASC to review this guideline annually. The TASC is open to suggestions and comments from knowledgeable individuals within the State, although we ask that they be channeled through your Information Resource Manager (IRM).

C. Contractors: Contractors or other third parties are required to comply with these guidelines when proposing technology solutions to DTI or other State entities. Failure to do so could result in rejection of the proposed technology solution. For further guidance, or to seek review of a component that is not rated below, contact the TASC at dti_tasc@delaware.gov.

D. Implementation responsibility: DTI and/or the organization's technical staff will implement these guidelines during the course of normal business activities, including business case review, architectural review, project execution and the design, development, or support of systems.

E. Enforcement: DTI will enforce these guidelines during the course of normal business activities, including business case and architectural review of proposed projects and during the design, development, or support of systems. These guidelines may also be enforced by others during the course of their normal business activities, including audits and design reviews.

F. Contact us: Any questions or comments should be directed to dti_tasc@delaware.gov.

IV. Definitions/Declarations

A. Definitions

1. Social Media – Primarily Internet and mobile-based tools for sharing and discussing information. The term most often refers to activities that integrate technology, telecommunications, and social interaction, alongside the construction of words, pictures, video, and audio. Examples include, but are not limited to:

   ▪ Social Media Platforms

   ▪ Podcasts

   ▪ Photos

   ▪ Videos (video, vlogs)

2. Social Media Platform– A Web site that leverages social media and communications tools for its visitors. Examples include YouTube, Facebook, Wikipedia, X, Instagram, etc.

B. Declarations

1. www.youtube.com is available by default to all State agencies.

2. TikTok is not permitted on State-owned devices, and it is blocked on the State network as an unauthorized website.

3. A dynamic list of sites that are categorized as 'social media' is maintained by the State vendor's technology. To determine if a particular website is categorized as 'social media', use the web content management tool.

4. Social Media and Streaming Media - including YouTube - are deemed CIPA compliant by DOE and permitted by default, but individual Local Education Agencies may further restrict access based on their requirements.

V. Guidelines

A. For Local Education Agencies

a. To access social media, the user will need to contact their IT team.

B. For State agencies

a. To access streaming media or social media, the user will need to contact their Information Security Officer (ISO), who will initiate an Active Directory change.

VI. Development and Revision History

Date	Revision
02/26/2024	0 – Initial version