

**DEPARTMENT OF CHILDREN AND FAMILIES
ACCEPTABLE USE OF LexisNexis SYSTEM**

I understand that the LexisNexis database is provided by DCF as a business tool and is to be used solely to conduct State of Connecticut business. I understand that approved state business for LexisNexis use includes background checks of prospective foster and adoptive parents, including relative resources, and foster parent recruitment. I understand that unacceptable system usage is defined as any activity NOT in conformance with the identified approved uses. I understand that, if I am in doubt about whether usage for a particular reason is approved, I will seek clarification from the DCF Office of Children and Youth in Placement prior to accessing the LexisNexis database.

I understand that all other State of Connecticut and Department of Children and Families Acceptable Use Policies are applicable to the use of the LexisNexis database.

I understand that access to LexisNexis is password protected and that an authorized user's password cannot be shared with unauthorized user.

Print name of Authorized User

Signature
(Signature acknowledges receipt)

Date

NOTE: Upon signature this document should be scanned and emailed to the DCF Office of Children and Youth in Placement.