**Information Technology (IT) Systems Individual**

**User Agreement Regulations**

**As a user of Information Technology Systems (IT) in the Governor’s Office of Homeland Security and Emergency Preparedness, I will adhere to the following security rules:**

1. I understand that the use of any government provided communication system or personal assets attached to government owned network resources are an agreement to consent to monitoring. During the monitoring, information may be examined, recorded, copied, and used for authorized purposes. All information, including personal information, placed on or sent over government communication system may be monitored. Use of government communication systems, authorized or unauthorized, constitutes consent to monitoring. Unauthorized use of government communication systems may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of these systems constitutes consent to monitoring for all lawful purposes.
2. I will use the system only for authorized official purposes.
3. I will not import any software or install hardware to any computer (e.g., a client, or workstation, or server) without prior approval of the IT Section.
4. I will not attempt to access data or use operating systems or programs, except as specifically authorized.
5. I know I will be issued a unique identifier and a password to authenticate my identifier (USERID).
6. I am responsible for all activity that occurs under that identifier while I am logged on. I will protect the password that authenticates that identifier.
   1. If I am assigned an individual use account I will not permit anyone else to use the identifier assigned me.
   2. I will never reveal my individual password to anyone else, with the exception of the IT Systems Administrator.
   3. If technically capable of doing so and recommended by the IT Section, I will change individual password issued to me at least quarterly (every 90 days) and as otherwise directed. I will ensure my password meets current standards (e.g., length, character set, no prohibited sequences or combinations), as directed by the Network Security Manager. Passwords for all GOHSEP systems will be at least 6 characters long.
7. I will not store my password on any processor or microcomputer or any magnetic or electronic media.
8. I will never leave my computer unattended and logged-on without an appropriately secured screen saver with maximum of 5 minute activation setting. Each computer must have a password protected screen saver.
9. I understand all email messages may be archived for a period of not less than three (3) years.
10. I will update my anti-virus software whenever updates are put out via email.
11. I will not move hardware or alter communications connections without prior approval of the IT Division.
12. I will not forward chain email, or distribute virus warnings.
13. I will not use streaming video, except work-related sessions.
14. I will not access internet (web-based) gams, or pornographic matter or websites.
15. I know I may be subject to disciplinary action for any violation or abuse of access privileges and that my account may be revoked for violation or abuse of privileges.
16. If I observe anything that indicates inadequate security for this system, I will immediately notify the helpdesk. I know what constitutes a security incident and know I must immediately report them to the IT Section.
17. I will not download and install freeware/shareware on the government system assigned to me or official use. Nor will I install games, or other unapproved software on the system.
18. I will comply with security guidance issued by the Network Security Manager.

**I will keep the system secure and I understand and agree to adhere to the Information Technology (IT) Systems Individual User Agreement Regulations.**

Name (print clearly):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_