

**Augusta State University**  
**Information Technology Services**  
**Network and Information Systems User Responsibility**  
**Acknowledgement and Agreement**

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It is the policy of Augusta State University to protect the confidentiality of information that resides in its information systems to include data on employees, students and other business/financial data. Based upon your job duties and responsibilities as employees of Information Technology Services, you have been designated to have access to a portion of the sensitive data on the University's network and information systems. Your access and use of the network, information systems, and any other institutional systems which are interfaced to it are subject to the following terms and conditions.

- 1. I will use my access to the network and the administrative data it contains to conduct University business.** Access or use of the network, information systems, and the administrative data it contains for my own personal gain or profit, for the personal gain or profit of others, or to satisfy personal curiosity is strictly forbidden.
- 2. I will respect the confidentiality of individuals to whose records I have been given access.** I will observe any ethical restrictions and will abide by applicable laws and policies with respect to access, use, or disclosure of administrative data and information. This safeguard rule applies to information which I may casually gain access to while working in other areas of the campus by way of overhearing conversations or viewing notes, printouts, or other information in work areas.
- 3. I will not give data to persons not authorized to have access to it.** I understand that the University expressly forbids the disclosure of unpublished administrative data or the distribution of such data in any medium, except as required by my job duties and responsibilities and which have been approved in advance.
- 4. I will follow control procedures and take reasonable measures to protect the administrative data to which I have been granted access.**
- 5. I agree to perform only transactions that are within the scope of the projects or duties for which I am responsible or authorized.**
- 6. I will not disclose access codes and/or passwords to other individuals.** I will not use another person's access code or password unless it is absolutely necessary in order to perform an assigned task such as installing software or troubleshooting software. If I have reason to believe that an access code or password for an account that I am authorized to use, or that of another individual has been compromised or is being used by a person other than the individual to whom it was issued, I will report it to a supervisor.
- 7. I understand that I will be held responsible for the consequences of any misuse occurring under my "User ID" and "Password" or that of accounts that I am authorized to use due to any neglect on my part.**
- 8. I will be responsible for the accurate presentation of administrative data, and will be responsible for the consequences of any intentional misrepresentation of that data on my part.**

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**9. I understand that the transactions processed through the network and application systems may be audited. The University will take appropriate action when improper uses are detected.**

**10. I agree to follow the policies and procedures established by the University for the use of the network and information systems. Failure to do so may result in the revocation of my system privileges and/or disciplinary actions, including termination of my employment.**

**My signature indicates that I have read, understand, and agree to abide by the terms and conditions of this agreement.**

\_\_\_\_\_  
Employee's Name (Please Print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

*This form will be maintained for each IT Services employee at Augusta State University and filed in the University Personnel Office. ORIGINAL SIGNATURE IS REQUIRED.*