

IBM LOGON ID REQUEST & COMPUTER SECURITY & USE AGREEMENT

DEPARTMENT: COMPUTING & COMMUNICATIONS

Policy No: 400-35

SUBJECT: Computer Systems Access, Use, and Security

DATE: February 14, 2003

Logon ID Request:

Individual Name:

ID Number:

Department:

Department Phone Number:

Social Security #:
(only for Non UCR individuals)
Provide Memo to define need.

Computer Use and Security Agreements:

I, the undersigned employee, acknowledge that I understand and agree to adhere to the following statements:

My logon ID is considered equivalent to my signature, and I am responsible for all entries made under my logon ID.

I will maintain proper password security by not revealing my password to anyone.

I will maintain Computing & Communications system's security by not providing anyone else access to or use of Computing's systems.

I will maintain proper physical security by not leaving my workstation/terminal unattended while I am logged into University systems.

I will report suspected security violations to the dept. head, to the Associate Vice Chancellor of Computing & Communications or Designate and the Dept. of Audit & Advisory Services.

I am informed that under existing California state law, any person who maliciously accesses, alters, deletes, damages, or destroys any computer system, network, computer program, or data shall be guilty of a felony.

I will use computing resources only for legitimate University business for which I, as an employee, am explicitly authorized. I know that it is against University policy to pursue or use University records including, but not limited to, personal or confidential information for my personal interest or advantage.

I will maintain the privacy and confidentiality of all accessible data and understand that unauthorized disclosure of personal/confidential information is an invasion of privacy and may result in disciplinary, civil, and/or criminal actions against me.

I am informed that the references to personal and confidential information in the Riverside Campus Policies and Procedures Manual and this document are for my information but may not specify all the computer use standards, University policies and procedures, and state and Federal laws by which I am governed.

I am informed that failure to comply with these policies, rules, and regulations may result in disciplinary action, up to and including dismissal. Any violation of local, state, or Federal laws may carry the additional consequence of prosecution under the law - where judicial action may result in one or more of the followings:

- Specific fines
- Imprisonment
- Litigation costs
- Payment of damages

The University will take the strongest actions possible in the case of any breach of these agreements.

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Individual User's Signature

Date

Department Head/Delegate Authorization:

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Signature of Department Head or Authorized Delegate

Date

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Printed Name of Department Head or Authorized Delegate Date

Some of the data in the University's information systems may be defined as personal or confidential under University Policy and the State of California Information Practices Act of 1977 (IPA) The IPA applies to all University records, except those student records specifically exempted from the law, containing personal or confidential information and is intended to protect the privacy of individuals about whom records are maintained. Access to these records, which may be maintained by individual name or other identifier such as employee number or social security number, is authorized when necessary to performance duties, and if the use of the records is consistent with the purpose(s) for which the information was acquired.

State of California Information Practices Act of 1977 (IPA); Riverside Campus Policy and Procedures Manual Section 800-70 (Exhibit A); *Business and Finance Bulletin* RMP-7 "Privacy and Access to Information Responsibilities"; *Business and Finance Bulletin* RMP- "Legal Requirements of Privacy of and Access to Information"; *Business and Finance Bulletin* RMP-9 "Guidelines for Access to University Personnel Records by Government Agencies."