

Confidentiality-Security Agreement - Staff

California Polytechnic State University

San Luis Obispo

June 2006

Access to Cal Poly's information and technology resources is a privilege granted to faculty, staff and students in support of instruction, research, studies, duties as employees, official business with the University, and/or other University-sanctioned activities. The University retains the right and authority to revoke or restrict such privileges at any time.

Each user has the responsibility to:

- Use the resources appropriately and efficiently;
- Respect the freedom and privacy of others;
- Protect the stability and security of the resources; and
- Understand and fully abide by established University policies and applicable public laws.
- Immediately report a breach of security

Access to University information and technology resources are being granted to you based on your agreement to comply with the following terms and conditions:

- Your account and password are issued for your exclusive use only and you are responsible for the security thereof. Your password shall not be shared with, or delegated to others.
- You shall comply with the [state and federal laws](#) and [University policies](#) that govern access to and use of information.
- All security breaches should be reported at abuse@calpoly.edu.

Employees of the University

Employees share the responsibility for ensuring the security and privacy of the records and data maintained by the University.

- You shall maintain the privacy and confidentiality of the information and data that you obtain, including its viewing, reproduction, modification, storage, and disposal.
- [Confidential information](#) such as student data and employee data should be handled in a manner consistent with law and as instructed by your supervisor.
- You shall complete and sign a paper [form](#) stating that you agree to abide by the Responsible Use, Confidentiality-Security Agreement and other policies. Each hiring department is responsible for keeping the signed form on file.

The computers used by department employees are University owned and are intended to be used as tools for an employee in support of duties as an employee. The following guidelines should be followed if you use a University computer for your duties as a student assistant at the University.

- Do not install any software on any of the workstations in an office without first consulting your supervisor. All software must be licensed for University use.
- Do not “stream” music or other applications that use unusually high portions of bandwidth for extended periods of time.
- Do not become a host site for file sharing programs on the Internet.
- Personal or schoolwork files may be stored in your personal account or file store. They must not be stored on departmental workstations or servers.
- Excessive personal use, including Web browsing, game playing, online chat, instant messaging, etc. are not appropriate while working in the office.

Failure to abide by this agreement may result in your access and/or account being restricted, denied or discontinued; termination of employment (if a student employee of the University); and may result in fine and/or imprisonment if a violation of law.

I agree to abide by these terms and conditions.

Printed Name: _____

Signature: _____

Date: _____