Confidentiality-Security Agreement - Staff

California Polytechnic State University
San Luis Obispo
June 2023

IT resources are provided to support the University's mission of education, research, and service. To ensure these shared and finite resources are used effectively, to further the University's mission, each user has the responsibility to:

- Use the resources appropriately and efficiently.
- Respect freedom of thought, inquiry, and expression.
- Respect the privacy of others.
- Protect the stability and security of the resources.
- Understand and fully abide by established California State University, Cal Poly Administrative policies and applicable federal and state laws.
- Report security breaches to 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.

- Your account and password are issued for your exclusive use, and you are responsible for the security thereof. Your password shall not be shared with or delegated to others.
- Access to Cal Poly's information technology resources is a privilege.
- Cal Poly users are responsible for understanding the various data classifications.
- You shall maintain the privacy and confidentiality of the information and data you obtain, including its viewing, reproduction, modification, retention/storage, and disposal.
- Sensitive data, such as student and employee data, should be handled in a manner consistent with law and as instructed by your supervisor.
- You shall complete and sign this form, stating 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 to support your duties as an employee. The following guidelines should be followed when using a University computer for your duties at the University.

- Do not install any software on any Cal Poly computer without first consulting

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your supervisor and ITS Client Services.

- All software must be licensed for University use and approved through the Information and Communication Technology process.
- Do not "torrent/download" movies, music, or applications.
- Personal or schoolwork files may not be stored on Cal Poly computers or servers.
- Excessive personal use, including web browsing, game playing, online chat, instant messaging, etc., is inappropriate while using Cal Poly computers or performing work for Cal Poly.

Failure to abide by this agreement may result in your access and/or account being restricted, denied, or discontinued. Any use in violation of law may result in fine and/or imprisonment. Misuse of technology, information, or data could subject me to disciplinary action, up to and including termination.

I agree to abide by these terms and conditions.

Printed Name: _____

Signature: _____   Date: _____