

Information Technology Employee Acceptable Use Agreement

VCCS Version: 2.1
Status: Approved 02/21/07

As a user of Tidewater Community College's local and shared computer systems, I understand and agree to abide by the following acceptable use agreement terms. These terms govern my access to and use of the information technology applications, services and resources of TCC and the information they generate.

TCC has granted access to me as a necessary privilege in order to perform authorized job functions. I will not access information that is not related to these job functions. I will treat all information maintained on the TCC computer systems as strictly confidential and will not release information to any unauthorized person.

I will not knowingly permit use of my entrusted access control mechanism for any purposes other than those required to perform authorized employment functions. These include logon identification, password, workstation identification, user identification, file protection keys or, production read or write keys.

I will not disclose information concerning any access control mechanism. I will not use any access mechanism that TCC has not expressly assigned to me.

I agree to abide by all applicable state, federal, VCCS, and college policies, procedures and standards that relate to the VCCS Information Security Standard and the VCCS Information Technology Acceptable Use Standard. I will follow all the security procedures of the VCCS computer systems and protect the data contained therein.

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Information Security Officer and management of my Institution.

I understand that the VCCS Information Security Office, or appropriate designated college officials, reserve the right without notice to limit or restrict any individual's access and to inspect, remove or otherwise alter any data, file, or system resource that may undermine the authorized use of any VCCS or college IT resources.

I understand that it is my responsibility to read and abide by this agreement, even if I do not agree with it. If I have any questions about the TCC Information Technology Acceptable Use Agreement, I understand that I need to contact my immediate supervisor, the local Human Resource Officer, or appropriate college official for clarification.

If I refuse to sign this certificate of receipt, my supervisor will be asked to initial this form indicating that a copy has been given to me and that this statement has been read to me.

By signing this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same. I further acknowledge that should I violate this agreement, I will be subject to disciplinary action.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date

Supervisor Campus

Supervisor Department