

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.

