



Information Security Agreement

Department of Juvenile Justice information technology resources include desktop, laptop, and handheld computers and tablets, printers, scanners, data networks and servers, internet, e-mail, numerous applications and software programs, cellular telephones, and electronic and video communications. These resources are all considered state property.

Users of the Department's IT resources will safeguard these resources from unauthorized use and misuse, to include, but not be limited to:

- Only accessing or attempting to access IT resources that they have been authorized to use;
- Not granting any unauthorized individual access to IT resources;
- Not disclosing/sharing their passwords or authorization codes to any individual, inside or outside the Department;
- Not copying, disclosing, transferring, examining, renaming or changing any information or programs belonging to another user unless given permission to do so by the user;
- Not installing or configuring any software and/or equipment allowing them to remotely access, monitor, or administer any computer, server or device on the Department's networks; and
- Treating all electronic material in the same manner as equivalent hard copies with regard to confidentiality, release of information and open records requests.

No user will:

- Access another user's e-mail or read, copy, or alter the contents of another person's mailbox without first obtaining his/her permission;
- Forge or knowingly send forged e-mail messages or attachments to any e-mail message;
- Use profane, obscene, offensive or inflammatory speech in any e-mail message; or
- Use the e-mail system to personally attack any individual or entity, share data that is not authorized for distribution, or misrepresent oneself, the Department or the State.

No individual will use the Department's IT resources to create, copy, view, distribute, transmit, retrieve, save or print any statements, images or materials that:

- Are offensive, harassing or disparaging to others based on race, national origin, sex, sexual orientation, age, disability, or political or religious belief;
- Are sexually explicit or oriented; or
- May incite violence or describe or promote the use of weapons or devices associated with such activities.

No individual will use the Department's IT resources for:

- Illegal purposes or in support of such activities;
- Degrading and/or disrupting the performance of the Department's computer systems or networks of any other entity's computer systems or networks;
- Downloading, participating in, or playing any recreational game;
- Accessing or participating in any chat rooms unrelated to the specific objectives of his/her job;
- Listening to radio/music via the internet or viewing any non-work-related video transmissions;
- Hosting a web site or providing any internet-related service without the approval of the CIO;
- Commercial purposes, product advertisements, or "for profit" personal activities;
- Religious activities, including using screensavers or wallpaper, or sending emails containing religious messages, religious symbols or religious greetings;
- Union or political activities such as to further one's own or someone else's partisan or nonpartisan political campaign;
- Unauthorized use of copyrighted materials or other person's original writings;
- Distributing "junk" mail such as chain letters or making unauthorized solicitations (such as non-business related mass mailings offerings items for sale or soliciting charitable contributions);
- Transmitting confidential information without proper authorization and following security procedures;
- Storing unauthorized data, information or software on any IT resource; or
- Preventing the use of or disrupting the performance of any other IT resource.

Violations of this Users Agreement may result in disciplinary action, up to and including termination.

Printed Name

Signature

Date