

Alamo Colleges – Computer Security Agreement

In order to be granted access to any computer system of the Alamo Community College District (“Alamo Colleges”) and to the information it contains, I hereby agree to the terms and conditions stated below. Further, I acknowledge that these terms and conditions are effective as soon as I sign the document, and will remain in effect for the duration of my employment and/or relationship with the Alamo Colleges.

1. I understand that any and all access codes and/or passwords given to me are for the sole purpose of allowing me to execute my assigned duties within the Alamo Colleges. I further understand that I must keep these codes and/or passwords confidential and may not divulge them to any other person, nor shall I keep or display the access codes or passwords in any manner that would allow another person to gain access to them.
2. I understand that making information available to others who do not have a legal right to that information may violate the Family Educational Rights and Privacy Act of 1974 (FERPA), other federal and state laws, and Alamo Colleges Policies & Procedures. I further acknowledge that failing to comply with FERPA may put the Alamo Colleges at risk of losing some or all of its federal educational funding and is thus a very serious matter.
3. Should I learn that the confidentiality of any of these access codes be breached for any reason, whether or not due to my action or inaction, I understand that it is my responsibility to immediately have the code(s) changed and to notify my supervisor(s), Information Technology Security Office and DPS. In this context, “immediately” means within one hour after I learn of the breach or possible breach.
4. If the confidentiality of these access codes is breached as a result of my negligence, I understand that I will be held fully responsible for any losses, financial or otherwise, incurred by the Alamo Colleges due to the improper or fraudulent use of these codes. Such damages may include, but are not limited to, harm that students or former students may suffer as a result of the security breach.
5. I understand that these access codes may permit me to view confidential information that is to be used solely for the performance of my duties within the Alamo Colleges. I acknowledge that I am strictly prohibited from divulging this information for any personal benefit whatsoever. Further, I am strictly prohibited from divulging this information for any reason, whether or not I might benefit from its disclosure.
6. I understand that all proprietary information owned, possessed or used by Alamo Colleges that is communicated to, learned, developed or otherwise acquired by me in the performance of services for Alamo Colleges, that is not generally known to the public, will be confidential and I will not, beginning on the date of first association or communication between Alamo Colleges and myself and continuing through the term of my employment and/or working relationship with Alamo Colleges and any time thereafter, disclose, communicate or divulge, or permit disclosure, communication or divulgence, to another or use for my own benefit or the benefit of another, any confidential information.
7. I understand that I am not authorized to distribute confidential information or copies thereof in any form, whether print, electronic or otherwise, to anyone other than bona fide current employees of the Alamo Colleges and only then in accordance with the needs and duties of my position and their position. In other words, I acknowledge that Alamo Colleges grants access to confidential information to its employees only on a “need to know” basis. That is, only those people who need to know confidential information for purposes within the course and scope of their Alamo Colleges employment may have access to this confidential information. If a current Alamo Colleges employee has no need to know confidential information, then I may not share it with them, regardless of whether or not I receive a personal benefit in return.
8. I agree that I will not jeopardize the integrity or the availability of Alamo Colleges’ computing, network, telephony, and other information systems or databases. Further, I agree to abide by Alamo Colleges Policy and Procedure on Acceptable Use of Information Technology Resources which will be found on Alamo Colleges web site. (<http://www.alamo.edu/it/security>)
9. I acknowledge that any violation of this Computer Security Agreement may, utilizing progressive discipline procedures, lead to revocation of Information Technology Privileges and disciplinary action, up to and including immediate termination for cause.

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| ____xxx-xx-____(last four of SSN) | |
| _____ Employee/Consultant’s Signature | _____ Date |
| _____ Print Name | _____ Department/Location |
| _____ Employee/Consultant’s Phone Number | _____ Fully Qualified Email Address (jdoe3241@alamo.edu) |