

INDIANA STATE UNIVERSITY

CONFIDENTIAL DATA AND COMPUTER USER AGREEMENT

As a user of computer and other resources at Indiana State University, I agree to abide by the guidelines, policies and practices in effect or which may be instituted in the future to ensure the security and privacy of student's academic records, employee's personnel records, social security numbers and any other personal information to which I have access. The access to ISU data, which I have been or may be granted access to, is to be used solely in connection with performance of my authorized job functions and is the sole property of the University. Use of this data for anything other than University business is expressly prohibited.

I understand that if I am granted access to student academic records, I must review and adhere to the provisions of the Family Education Rights and Privacy Act of 1974 (FERPA). An online tutorial and PowerPoint can be found at: http://www.indstate.edu/registrar/FERPA_training.html.

All information processed through Banner HR, Finance, Financial Aid and/or Student modules, or any other additional University Systems, is considered sensitive and/or confidential. Access to this information is limited to a legitimate, "need to know" basis and is restricted to information directly related to my assigned duties within the University. If I knowingly, intentionally, recklessly or negligently disclose information to others that is confidential, misuse any information available to me, provide my access information to others, and/or leave my computer accessible and unattended when it may be accessible to others, I may be subject to sanctions up to and including termination of employment. I also understand that such disclosure may result in personal liability, loss of access to data necessary to perform my job duties, and/or civil or criminal penalties may apply under the provisions of Indiana Code 4-1-10 and 4-1-11 or other applicable state and federal laws. I will immediately report any perceived security violations to my supervisor and the Executive Director, Office of Information Technology, Ext. 2100.

Additional information regarding data security is located at the following websites:

Indiana State University Computing and Web Policies
<http://www2.indstate.edu/oit/Policies/policies.php>

Section V of the Indiana State University Handbook
General University Policies, Procedures and Services
<https://www.indstate.edu/handbook/900-university-wide-policies/932>

Indiana Code 4-1-10 Chapter 10. Release of Social Security Number
<http://www.in.gov/legislative/ic/code/title4/ar1/ch10.html>

Indiana Code 4-1-11 Chapter 11. Notice of Security Breach
<http://www.ai.org/legislative/ic/code/title4/ar1/ch11.html>

Any user ID and/or password issued for my exclusive use, is not to be shared with or delegated to others, and I am responsible for the security of same.

I have read the above statement; I understand it, and I agree to comply with its contents. This signed document will be part of my personnel file located in Human Resources and I have received a copy for my records.

Name (printed)

University ID Number

Department

Signature

Date