

**College of Communications**  
**Access and Security Agreement (Rev. 7/11/14)**

Employees of the College of Communications who wish to have access to network resources must agree to abide by Penn State University, and College of Communications, Policies. Employees (paid or unpaid) are defined as full-time or part-time permanent staff, temporary staff, student interns, work-study students, guests and alumni. The HR Director will keep a copy of the signed "Access and Security Agreement" on file.

Terms of the Agreement

- The employee must read, understand and agree to abide by the conditions set forth in the following Penn State and College of Communications policies:

ADG-1: Glossary of Computer Data and System Terminology

ADG-2: Computer Facility Security Guideline

AD19: Use of Penn State Identification Number and Social Security Number

AD11: Confidentiality of Student Records

AD20: Computer and Network Security

AD23: Use of Institutional Data

AD53: Privacy Statement

College of Communications IT Equipment and Support Guidelines

University Policy Manual: <http://guru.psu.edu/policies/>

- The employee understands that use of Penn State computers and network resources for private or profit-making enterprises is not permitted.
- The employee agrees not to share any account passwords, nor allow another user to access a computer under his/her credentials.
  - For each account, the employee agrees adhere to secure password criteria and request semi-annual changes.
  - The employee agrees not to attempt to obtain or view any electronic institutional data that is not intended for use in her/his job function.
  - The employee agrees not to install, modify or remove any hardware or software on the College network or on any departmental computer, without the prior consent of the IT office
  - The employee agrees not to introduce malicious code into departmental computer systems, either as a result of willful intent or as a result of the employee's unsafe computing practices.
  - The employee understands that use of the College of Communications network account constitutes his/her continued agreement with the conditions set forth above.
  - The employee understands that violations of computer policies may result in the immediate suspension of College of Communications network privileges and the notification of his/her supervisor.

**Print and return to the Graduate Office**

Date: \_\_\_\_\_

Department: \_\_\_\_\_

User ID: \_\_\_\_\_

Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_