

Statement of User's Responsibilities for Rollins College Records/Data, Confidential Information, Computer Systems and Networks

I agree to the following policies and all future policies as well as those posted on the Information Technology website regarding technology and data security:

- I acknowledge the confidential, sensitive and/or protected nature of non-public information, records and data held and/or accessed by me in the course of my employment regarding our employees, students, donors, patrons, and other members of the College community. I understand that in this context, confidential information is defined as all non-public information that can be personally associated with an individual, in any oral, written or electronic form. I agree that I will protect and not use or disclose Rollins College records and information in any way that is inconsistent with its intended use, either during or following my employment with Rollins College. Upon my termination from employment with Rollins I will return all confidential college records and information in my possession to the College.
- I will not reveal ANY of my system passwords to any other individual for ANY purpose. (Your supervisor should not ask for and not be given your password and your password should not be shared with your administrative assistant. Your password should never be given to any Information Technology staff member under any circumstances.)
- I am responsible for changing my passwords on a regular basis and the password I use for Rollins business is different from any of my personal passwords.
- I agree not to write or employ any software that interferes with the operation of the system or endangers the programs and data of other computer users (e.g., viruses, sniffers, bots).
- I agree that my Rollins College accounts and my College-provided technology equipment will be used strictly for Rollins College purposes. It is against Rollins College policy to conduct outside business with any of my Rollins accounts, including using my Rollins College accounts as a contact address for outside business.
- I agree not to send fraudulent, harassing, intimidating or any other e-mail that is presented in an irresponsible manner.
- I agree to notify the Help Desk should I receive any email claiming to be from an authority requesting me to send them my password or other sensitive information.
- I agree to notify the Help Desk if I notice my devices or accounts functioning in ways they should not, such as strange pop-ups or unexplained account lock-outs.
- If I choose to receive my Rollins email on any mobile device (e.g., laptop, tablet, mobile phone), I understand that I am required to protect that device with a password or PIN, wipe the hard drive of the device clean if I stop using it and report to the Help Desk if I lose the device.
- I agree to never leave my computer open and unlocked when unattended.

- I agree that I will not knowingly view or modify any data that I am not specifically authorized to access or give access to others who are not authorized to view or modify those data.
- I agree that I will not knowingly attempt to log into servers, computers or other devices that I have not been given permission to access nor will I provide such access to others.
- I agree that I will save Rollins College data only on the network storage space provided by Rollins and not use any other commercially provided storage space.
- I will not:
 - Store or share any personally identifiable information (e.g., SSN, credit card numbers, passport information, bank account numbers, health care related information, confidential student information, driver's license numbers) on the hard drive of my computer
 - Knowingly enter any inaccurate data or erase any accurate data from a system
 - Leave sensitive information, in hard copy or digital, unsecured
 - Share my passwords with ANYONE

Print Name: _____

Signature: _____ Date: _____

Last Updated: January, 2018