



## COMPUTER USAGE AGREEMENT

As an employee of Associated Students at San Diego State University or other network user, I agree to the following stipulations regarding computer usage:

1. Associated Students (A.S.) computers are for work-related purposes by an authorized user during normal operating hours. A.S. computers may be used for non-work related purposes after scheduled work hours, with the pre-approval of the department manager and space availability.
2. **With the pre-approval of the department manager**, an A.S. computer may be used by a guest if accompanied by an authorized user. The guest may not log on to the network. A guest may use MS Office applications or the internet by canceling out of the network log-on and password screens. Any work done by a guest **must** be saved on a flash drive and may not be printed.
3. Only screen savers and desktop backgrounds that came pre-installed are permitted.
4. All new software must be approved and installed by a member of the A.S. Information Technology Service (A.S. ITS) department. Software/programs may not be downloaded from the internet or brought in from the outside.
5. A.S. computers must not be used for personal gain or the advancement of individual views or solicitation for any non-organization business or activities. Email or other communication that mask the senders identity is prohibited. Unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, computer systems or programs, or other property of A.S. is prohibited. Sending, saving or viewing offensive material (including, but not limited to sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would offend someone on the basis of his or her race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation, as well as any other category protected by federal, state, or local laws) is prohibited; messages stored and/or transmitted by computer, voice mail, e-mail, or telephone systems must not contain content that may reasonably be considered offensive to any employee.
6. Department managers determine which positions have the need for internet access and will establish parameters for appropriate use. The department manager may request the removal of access from specific computers.
7. Individuals may not share assigned passwords for individual accounts. In certain circumstances a group account may be assigned. The group password may not be given to other computer users or visitors. This includes network access, email, calendar or area specific software.
8. All computer users shall log out of the network at the end of their shift.
9. Any violation of this agreement will result in disciplinary action, which may include, but not be limited to the loss of computer or network privileges.

Computers are the property of the Associated Students and are not considered the private property of any one individual. The programs and documents contained within these computers may be accessed by authorized A.S. personnel. This includes network access, calendar, email and all additional software used by A.S. employees or other network users.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_