

Employee Acknowledgement Form

Name: _____

Computerized Information Guidelines

As a SUNY Research Foundation employee, you will be granted access to certain computerized information systems via a login/password combination. This login/password combination will be used by various applications to electronically “sign” documents and forms. Your electronic signature will be considered as legally binding as a document signed in ink; therefore, all employees who become authorized users of these online information systems must comply with the following security procedures:

- Never disclose your password. Do not keep a copy of your password in plain sight, or in a place that is publicly accessible.
- Never use another person's sign-on ID.
- Always sign off the system when finished; do not leave a terminal unattended while you are logged onto a system.
- Report all security violations to your Information Systems Administrator.

Enforcement

Acts which achieve or attempt to achieve the unauthorized use of computer resources are prohibited. Examples of unauthorized use of computer resources include attempts to access information using credentials that were not assigned to you, attempts to circumvent systems protection features, attempts to alter or destroy data, attempts of unauthorized access or copying of data or software, attempts to release data or software for which the attempter is not the authorized processor or custodian, and the condoning, approving or directing of unauthorized use or copying.

The Research Foundation regards an unauthorized attempt to use or unauthorized use of computer resources as an extremely serious violation of your employment policy. Violation of policy will result in appropriate sanction, and may also result in suspension or termination of employment, and/or in civil proceedings, and/or in criminal prosecution.

I have read, understood, and retained a copy of the Acknowledgement, and agree to comply with the SUNY Research Foundation policies and procedures described above.

Signature of Employee

Dated: ____/____/____