## How to retrieve the IT Usage Student Agreement?

As a student employee or student leader, you are in a special position of trust and responsibility. Please read and initial each individual line and then sign and date below. By initializing each line you are indicating that you understand and will comply with the following:

**Employee and Leader**

_____ I have read, understand and will comply with the Green River Community College Ethics policy. https://www.gatornet.greenriver.edu/pio/ethicspolicy/

_____ I will be accountable for all transactions made under my login account (s).

_____ I will not use another student or employee's password or let anyone use mine.  I will protect my password and change it often.

_____ I understand that willful misuse of student information can result in disciplinary action and/or termination of my employment.

_____ I will not leave my terminal logged on to the system if I leave my workstation.

_____ I will not access information that is not directly related to my position or leadership responsibilities.

_____ I will ensure that the computer network not be used to communicate or distribute obscene, abusive or offensive material.

_____ I will protect access to on screen information.

_____ I will not load or copy software to or from the network.

_____ I will not use GRCC equipment, systems, software, rooms, offices, facilities or supplies for any personal or unauthorized purpose.

_____ I will not allow tampering, hacking or copying of network software and/or accounts.  I understand that violators will be subject to arrest, fine and prosecution as state and federal laws allow.

**Employee Only**

_____ I will cover up or file student records and confidential paperwork and not leave them out where others can see them.

_____ I understand that discussing a student's record is a breach of student confidentiality.

_____ I will shred or make unreadable all confidential information before disposal.

Failure to comply with this Agreement may result in disciplinary action, termination and/or legal action.

Student Signature: _____ Date: _____

Print Name: _____

Supervisor Signature: _____ Date: _____

Print Name: _____

Dean's Signature: _____ Date: _____

Print Name: _____