

# Physical Plant Services Computer Use Agreement

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## Oklahoma State University

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The Physical Plant Services networks complete with all software, programs, data, and hardware represent a substantial investment of departmental resources. These are all essential to the operation of the Physical Plant. Therefore, any tampering or corruption of any of these (either intentional or accidental) will be regarded as a very serious action.

With this information in mind, the following Physical Plant Services Computer Use Policies are set forth:

1. Computer passwords are confidential information. You are not authorized to release this information to anyone without specific written authorization from Physical Plant Services – Computing and Information Services (PP-CIS). Writing a password on something readily accessible shall be considered release of this information and is not permitted.
2. The computing resources of Physical Plant Services are intended solely for use in performing your assigned duties. As such, non-business activity is restricted between the hours of 8:00A.M. to 12:00 noon and 12:30P.M. to 5:00P.M. Monday through Friday except holidays.
3. All information stored or generated on these resources are considered the property of Oklahoma State University unless specifically exempted by other University Policy, State Law, or Federal Law. This policy applies to all documents, data, queries, and reports. This would include: Email, word processing, spreadsheet documents, and all queries / reports.
4. You are not authorized to purchase, install, program, or use non-approved software on Physical Plant Services computers. All software must be approved by PP-CIS before it is purchase or installed on any Physical Plant Services computer or network.
5. You are not authorized to purchase, install, or use non-approved hardware for Physical Plant Services computers. All hardware must be approved by PP-CIS before it is purchase or installed on any Physical Plant Services computer or network.
6. Willful act(s) to misuse, damage, steal, or destroy network hardware, software, data, or programs is prohibited. Such actions would be considered for prosecution and reimbursement for all restoration costs.

I have read and understand these policies and agree to comply with them as well as the policies set forth in the Physical Plant Services Policy / Procedures manual. Non-compliance is grounds for disciplinary action, termination of employment, and/or prosecution as may be considered appropriate.

\_\_\_\_\_ ( signature ) \_\_\_\_\_ ( date )

\_\_\_\_\_ ( print your name )