

Ontario Christian School Association (OCSA) Employee Computer Use and Security Agreement

All employees of Ontario Christian acknowledge that they understand and agree to adhere to the following statements:

- I will be held responsible for adhering to the following OCSA policies (as found on the schools website):
 - OCSA Campus Network Acceptable Use Policy
 - OCSA Internet and Electronic Mail Usage Policy
 - OCSA Digital Media Copyright Act Guidelines for Students, Staff and Faculty
 - OCSA Website Guidelines
- My logon ID is considered equivalent to my signature, and I am solely responsible for all activity done under my logon ID.
- I will maintain proper password security by not revealing my password to anyone except IT staff.
- I will not allow anyone else to utilize my logon account. Any and all sharing of accounts is strictly prohibited.
- I will maintain OCS system's security by not providing anyone else access to or use of campus systems.
- I will store only legitimate school files on the computer systems. I understand that storing any recorded media (movie clips, MP3 files, etc.) or ROM emulators is not only a violation of OCSA acceptable use policy, but is possibly a violation of state or federal law.
- I will maintain proper physical security by not leaving my workstation unattended while I am logged into campus systems.
- I will report suspected security violations, computer damage or vandalism to the IT department as soon as possible.
- I am informed that under existing California state law, any person who maliciously accesses, alters, deletes, damages, or destroys any computer system, network, computer program, or data shall be guilty of a felony.
- I will use computing services only for legitimate school business.
- I will not relocate any of the network devices, including but not limited to computers, printers, scanners or cabling
- I will maintain the privacy and confidentiality of all accessible data and understand that unauthorized disclosure of personal/confidential information is an invasion of privacy and may result in disciplinary, civil, and/or criminal actions against me.
- I am informed that this document and the above guidelines and policies are for my information by may not specify all the computer use standards, campus policies and procedures and state and federal laws by which I am governed.
- I am informed that failure to comply with these policies, rules and regulations may result in disciplinary action, up to and including dismissal. Any violation of local, state, or Federal laws may carry the additional consequences of prosecution under the law- where judicial action may result in one or more of the following- specific fines, imprisonment, litigation costs and or payment of damages
- Ontario Christian School Association will take the strongest actions possible in the case of any breach of these agreements.

Name_____

Date_____

Signature_____