

Acceptable Use Agreement

I understand that my user identification and password combination is my means of access to the Arizona Department of Transportation's (hereinafter referred to as Department) electronic information systems and that I am accountable for all actions I undertake with my User ID. I further understand that I am bound and agree to abide by all applicable federal laws, state laws, statewide and Department policies. I also agree that I will not:

1. reveal my Department password(s) to anyone;
2. use another person's Department password(s);
3. ask another person to reveal their Department password(s);
4. reveal Department data to any person or entity unless in conjunction with state business;
5. attempt to or access Department data not related to my job duties.

I understand there shall be no unauthorized duplication or distribution of software on Department electronic computer equipment. This includes the duplication or distribution of software licensed to the Department for private use or for sale to third parties. I understand the performance of such unauthorized duplication or distribution shall be subject to civil and criminal penalties under both state and federal statutes.

I have read and understand the following Department policies:

- [Electronic Equipment](#) (ITM-5.01)
- [Email](#) (ITM-8.01)
- [Internet](#) (ITM-4.01)

I agree to comply with all terms and conditions of these policies. All state owned information and technology resources including access to electronic equipment, email and the Internet are furnished by the Department for use in conducting state business. The Department does not tolerate improper use of its information and technology resources. Any such improper use shall result in disciplinary action up to and including termination of employment (employee) or contract termination and disqualification from future work (consultant/contractor). In addition, such improper use may result in the initiation of legal action (civil or criminal), or notifying appropriate law enforcement authorities for further action. I understand the Department reserves the right to monitor and log all network activity, including electronic equipment, email and Internet use with or without notice. I have no expectation of privacy in the use of these resources.

I have read and understand Arizona Revised Statute 38-448 (State employees; access to internet pornography prohibited; cause for dismissal; definitions) and agree to comply with all terms and conditions. I agree not to utilize ADOT computer equipment to access, forward, print or store pornography. By signing below, I confirm that I have read this agreement, understand it, and agree to comply with its terms and conditions including all statutes, rules, and policies referenced above.

Printed Name

Signature

Date



INFORMATION ACCESS AND NON-DISCLOSURE AGREEMENT

I acknowledge that as an employee or consultant/contractor I have been granted access to Departmental information, and it is expected that I will meet the requirements of all applicable State of Arizona and ADOT policies, standards and procedures for securing, managing and handling this information. As such, I agree to the following conduct and restrictions. I will:

1. Only access information and files for which I have been given specific authority based upon a business need and my job duties and responsibilities.
2. Not discuss, divulge, copy, release, sell or loan any Departmental information except as properly authorized within the scope of my job duties and responsibilities.
3. Not misuse or carelessly handle Departmental information.
4. Not release or disclose Departmental information to unauthorized personnel.
5. Store, send and dispose of system and written information in a secure manner with proper regard for privacy and confidentiality and in accordance with applicable policies, standards and procedures.
6. Not disclose any personal information contained in any system of record except as authorized.
7. Safeguard my user password(s) and any other security mechanism(s) that controls my access to Departmental information.
8. Protect all Departmental information in accordance with applicable state and federal laws.
9. Report any security system breach, computer infection or theft of information immediately to my supervisor and the Information Technology Group's Infrastructure Protection Unit.

I understand that I am responsible and accountable for all actions that I undertake on an information technology resource (e.g., computer system, or application system, etc.).

I further understand that failure to adhere to these obligations may result in the immediate revocation of my computing privileges and disciplinary action up to and including termination of employment (employee) or contract termination (contracted individual). Additionally, I understand that unauthorized information access or computer tampering may result in criminal prosecution and legal action in accordance with applicable State laws and regulations.

By signing below, I confirm that I have read this agreement, understand it, and agree to comply with its terms and conditions.

Printed Name	Signature	Date
--------------	-----------	------