

ARIZONA STATE PERSONNEL SYSTEM
DP USER AFFIRMATION STATEMENT

Employees who have access to _____ (AGENCY) data and
Agency/Board Name
data processing computers are prohibited from the following:

1. Revealing AGENCY data to any persons outside or within AGENCY who have not been specifically authorized to receive such data.
2. Attempting or achieving access to AGENCY data not specifically related to their mandated job duties.
3. Entering/altering/erasing AGENCY data for direct or indirect personal gain or advantage.
4. Entering/altering/erasing AGENCY data maliciously or in response to real or imagined abuse, or for personal amusement.
5. Using AGENCY terminals, PC's, printers and/or other equipment for other than work related purposes.
6. Using another person's personal AGENCY password.
7. Revealing their personal AGENCY password to another person.
8. Asking another user to reveal a personal AGENCY password.
9. Using software on the local area network (LAN), or on any PC in any manner other than in accordance with the license agreement.
10. Making, acquiring or using unauthorized copies of computer software.
11. Bringing in software (from outside the AGENCY) for use on the LAN or PC without the prior written permission of their Supervisor, Agency Authorizing Authority/Designee and unit responsible for Information Technology.

In addition to the above, AGENCY employees will recognize that:

1. AGENCY licenses the use of computer software from a variety of outside companies. AGENCY does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it.
2. Any AGENCY employee who knows of any misuse of software or related documentation within the agency shall notify the employee's manager, supervisor, or Assistant Director.
3. According to U.S. Copyright Law, 17 USC Sections 101 and 506, illegal reproduction of software can be subject to criminal damages up to \$250,000 and/or up to 5 years imprisonment.
4. In the event that an employee is sued or prosecuted for the illegal reproduction of software, the employee will not be represented by AGENCY or the Attorney General.

Failure to comply with this policy or misuse of department property including computer programs, equipment and/or data, may result in disciplinary action including dismissal, and/or prosecution in accordance with any applicable provision of the law including A.R.S. §13-2316.

EMPLOYEE: My signature below confirms that I have read this form and accept responsibility for adhering to this policy. Failure to sign this statement will mean that I will be denied access to AGENCY data, computer equipment, and software.

Name (Last, First, MI)

Division

Signature

Date