

North Carolina Department Of Commerce

MANAGEMENT INFORMATION SYSTEMS

INFORMATION RESOURCE ACCESS MEMORANDUM OF UNDERSTANDING

As an employee of the Department of Commerce, I understand that I will have access to Information Resources that are confidential in nature. I understand that all information and data processing systems to which I am given access are only to be used for the conduct of activities authorized by the Department. Furthermore, the use of these resources must be conducted according to the policies, standards, and procedures instituted by the Department. I understand that unauthorized use of information resources may constitute a violation of State or Federal laws. In addition, I understand that unauthorized use or disclosure of information or data processing systems will result in disciplinary action consistent with the policies and procedures of the State Personnel Commission and the Department of Commerce.

I understand that all computer software and related documentation, developed by the Department's employees or contract staff, remains the exclusive property of the State of North Carolina Department of Commerce. I understand that unauthorized disclosure or distribution of computer software or related documents will result in disciplinary action consistent with the policies and procedures of the State Personnel Commission and the Department of Commerce.

I have also read the NC Department of Commerce Internet Acceptable Use Policy, MIS-1, as adopted from the North Carolina Information Resource Management Commission's "Use of the North Carolina Integrated Information Network and the Internet" policy. This policy can be read on the DOC website at http://intranet.nccommerce.com/policies/IS_1.pdf I agree to comply with all terms and conditions. I agree that all network activity conducted while doing State business and being conducted with State resources is the property of the State of North Carolina.

I understand that the State reserves the right to monitor, read employee's text messages and log all network activity, including e-mail, with or without notice, and that users should have no expectation of privacy in the use of these resources. The State also reserves the right to monitor all state-owned equipment used by the employee. This includes state-owned cell phones, PDA's, and other electronic devices.

I understand that software obtained from sources outside of the Department is subject to license agreements that may restrict the right to copy the software. I understand that copies of software can only be made for backup purposes unless specifically authorized, in writing, by the owner of the rights to the software product. I understand that violation of copyright protection is a violation of Federal legislation and Department policy.

I understand that installation and use of personal software, on state owned devices is not permissible. I also understand that connecting personal equipment to the Department's network is not permissible. I understand that either of these actions will result in disciplinary action consistent with the policies and procedures of the State Personnel Commission and the Department of Commerce.

All Commerce employees need to respect state-owned equipment that has been assigned to other employees. This includes searching for or examining documents/equipment in another duty station without prior approval from the appropriate Division/Commission Chair. Any theft, misuse, or other inappropriate use of any state-owned property assigned to another employee may result in formal disciplinary action.

I have read this document and understand my obligations regarding the use of the resources that it describes. I have been informed that the department will retain this document in my personnel file for future reference.

NAME (Printed): _____

DIVISION: _____

SIGNATURE: _____ DATE: _____