

A. All Administrators: Your signature below indicates your understanding of and agreement with each of the following provisions, which are applicable to all computer resources provided:

1. I agree to comply with the Department of Labor & Industry (L&I) Computer Resources Agreement (OIT-5), or Non-commonwealth Computer Resources Agreement (OIT-6), when connecting to or using a Commonwealth of Pennsylvania ("Commonwealth") assets (resources). This includes all referenced Executive Orders, Management Directives, manuals and policies.
2. I agree to abide by all current Office of Administration (OA) and L&I Information Technology Policies (ITP).
3. I agree to use commonwealth assets only for their intended purposes related to my job duties and responsibilities and those activities deemed necessary to support the overall health, availability, integrity and security of Commonwealth computer resources.
4. I agree to report any suspicious or illegal activities to the agency Information Security Office (ISO). The ISO will initiate an investigation if warranted and as approved by the agency Human Resource office and/or Office of Chief Counsel.
5. I agree to and acknowledge that all system/application files are considered private and confidential. I will not access them or explore that data unless access is granted as part of my authorized job duties.
6. I agree to protect all confidential information, Personal Information (PI) and Personally Identifying Information (PII) as part of my job duties and responsibilities.

B. All System Administrators: Your signature below indicates your understanding of and agreement with the following additional provisions applicable to System Administration:

1. I agree to guard against corruption, compromise, or destruction of any commonwealth computer, network and information assets. I will not stop or disable the anti-virus and/or intrusion detection software without following the proper change control processes. Change Control procedures are outlined in T:\All (Common area for all OIT staff) \Shared Services Change Control or \Enterprise Change Control Board.
2. I agree to change default passwords shipped with servers, operating systems, databases, network equipment, and software applications using strong password methodologies when the resource is installed or implemented. I will always log off or appropriately secure sessions with privileged account access to a point that requires a new log-on whenever leaving my work area.
3. I agree to maintain system integrity, compliance with license agreements and agency change control processes. **My signature on this Computer Resources Administrator Agreement indicates my agreement to this provision including the following:**
 - (a) The commonwealth may be subject to legal proceedings arising from software license agreement infractions. Misuse of commonwealth-provided computer resources may also result in prosecution of individuals under applicable federal and state laws and/ or required reimbursement to the commonwealth for damages.
 - (b) I agree to never install software that has not been approved by the agency ISO and the Software Review Committee (SRC).
 - (c) I agree to never connect L&I resources to external companies or agencies without approval by the agency ISO.
 - (d) I agree to always follow OIT change control processes for the installation of system patches.
4. I agree to limit access to root, administrative, service or privileged supervisory accounts on commonwealth computer and network resources to administrators only. **My signature on this Computer Resources Administrator Agreement indicates my agreement to this provision including the following:**
 - (a) I agree to never knowingly create pathways that allow for breaches of network security.
 - (b) I agree to never share personal or privileged account logins or passwords with anyone, including other administrators without the approval of the agency ISO.
 - (c) I agree to never allow unauthorized users to log into computer resources with privileged accounts.
 - (d) I agree to never grant access to a system I do not administer.
 - (e) I agree to only use privileged accounts for activities requiring elevated access.
 - (f) I agree to never attempt or gain unauthorized access to a system using knowledge of access abilities gained during a previous position at another agency or institution.

5. I agree to never engage in any illegal or inappropriate use of commonwealth computer resources or engage in activities that interfere with or disrupt the network. Illegal use is defined as any activity which violates local, state, or federal laws or Commonwealth/agency policy. Inappropriate use is defined as a violation of the goals, purpose and intended use of the network. This includes, but is not limited to, the following: stalking others; supporting political activities; or transmitting unlawful, fraudulent, defamatory, or obscene communications. This includes communications where the message or its transmission or distribution would constitute or encourage conduct that is a criminal offense or could give rise to civil liability. Interference or disruption of use includes, but is not limited to, distribution of unsolicited advertisements, mass mailings (spamming), propagation of computer viruses or malicious code.

C. All Infrastructure Administrators: Your signature below indicates your understanding of and agreement with the following additional provisions applicable to Infrastructure Administration:

1. I agree to ensure agency network addresses are assigned only to commonwealth assets. I will not assign network addresses to non-commonwealth assets without the specific written approval of the agency ISO.
2. I agree to never single out an individual user for tracking or logging, unless directed to do so by the agency Human Resource office and/or agency Office of Chief Counsel, through the agency ISO. I understand in order to ensure the integrity of procedures and policies of network administration and to ensure network security; all users regardless of access level will be monitored and tracked.
3. I agree to respect the privacy of electronic communications. I will not obtain/intercept or attempt to obtain/intercept any electronic communications or information not intended for me, unless such activities are performed as part of my authorized job duties. I have the duty to the owners of the information to protect the confidentiality of all such information. This includes making unauthorized changes to or ensuring unauthorized users do not have access to make changes and not divulging that information to a third party.

D. All Database Administrators: Your signature below indicates your understanding of and agreement with the following additional provisions applicable to database administration:

1. I agree to ensure the security of database content. I will not change database content without following proper change control processes. I will not make unauthorized changes to user's permissions outside proper change control processes.
2. I agree to not modify database permissions that would prevent monitoring or that would expose a vulnerability without following proper change control processes.

E. All Application Administrators: Your signature below indicates your understanding of and agreement with the following additional provisions applicable to Application Administration:

1. I agree to only grant access at the lowest levels, restricting privileged access to those with application administrative requirements, who have signed the Acceptable Use Policy Agreement for Administrators.
2. I agree to comply with OIT change control processes including documenting the change and approvals.
3. I agree to immediately disable user or contractor accounts when those individuals have left the agency.

ADMINISTRATOR ACKNOWLEDGEMENT

By signing below, I acknowledge that I have read and understand this policy on acceptable use for System/Infrastructure/Database/Application Administrators and agree to abide by its requirements. I understand that if I violate any provision of this policy, I may be subject to disciplinary action including loss of access to all commonwealth systems and equipment, removal from any project or position, disciplinary action up to and including termination of employment and prosecution under any applicable state or federal laws.

Name (Print): _____

Signature: _____ Date: _____