



Appropriate Use Agreement for Student Assistants

Information Technology Services Form ITS-2803 Rev E 1/26/17

Standard Acknowledgement of Confidentiality and Appropriate Use of Accounts for Student Assistants

Under CSU Information Security Policy, all employees, including authorized student employees (student assistants), are responsible for protecting the confidentiality, integrity and availability of Cal State LA information assets. Unauthorized access, modification, deletion or disclosure of confidential information assets can compromise the mission of the CSU and Cal State LA, violate individual privacy rights, and possibly constitute a criminal act.

All Cal State LA employees, including student assistants, with access to University networks, systems and data (e.g., email/networks, administrative systems (Student Administration, Financials, Human Resources, Contributor Relations), personnel files, student data and educational records, and department systems) are required to maintain the security and confidentiality of these institutional records and information. Authorized student assistants are expected to adhere to the following rules:

1. Maintain the security of all confidential information regardless of the medium in which the information is held or transmitted (e.g., physical or electronic).
2. Use accounts only for work associated with the programs of Cal State LA and the California State University system.
3. Maintain account and password security, and never disclose or share account user names and passwords.
4. Unauthorized use or access to institutional system records and information is prohibited.
5. Exhibiting or divulging the contents of any record or report to any person except in the execution of normal job duties and responsibilities is prohibited.
6. Using any institutional information for gender or ethnicity-based recruiting/selections, unauthorized fund raising, or other barred activities is prohibited.
7. Personally benefiting or allowing others to benefit from knowledge of any confidential or institutional information gained by virtue of work assignments is prohibited.
8. Directly or indirectly causing the inclusion of any false, inaccurate or misleading entries into any records or reports is prohibited.
9. No official record or report, whether paper or electronic, may be removed from the office where it is maintained, except in the performance of assigned job duties and as approved by the supervisor.
10. All systems must be locked (Ctrl/Alt/Delete) or completely exited before leaving a computer or server unattended.
11. Maintain adequate security standards and precautions for access, use, retention and disposal of student, personal, and confidential data as outlined, described or defined by law, CSU Information Security Policy and Executive Orders, Cal State LA Administrative Procedure 707, and University standards and guidelines.
12. Violation of security precautions to protect confidential information may be a crime, and may be subject to appropriate disciplinary action, legal action, and/or criminal prosecution.
13. Having access to passwords or distributing passwords to others, except in the performance of daily job responsibilities (e.g., ITS Help Desk students), is prohibited.
14. Access to department email and voicemail accounts is only at the direction of the department manager or supervisor. Supervisors are responsible for ensuring that no personal or confidential information is likely be sent to department email and voicemail accounts.
15. No one is to aid or act in conspiracy with another to violate any item under this Acknowledgement of Confidentiality and Appropriate Use agreement.

I have read and understand all the rules listed above, and I agree to abide by them. I will maintain the security and confidentiality of any institutional records and information entrusted to me as stated above. I understand that if there is reason to believe a violation of University information/computing security, state and federal laws and regulations, has occurred, that my account and account contents may become subject to monitoring and examination by authorized personnel.

I have successfully completed the FERPA tutorial and test. Yes No

_____ Student's Name (please print)	_____ CIN	_____ Job Code
_____ Student's Signature	_____ Date	

As this student assistant's supervisor, I certify that the student has read and understands the *Acknowledgement of Confidentiality and Appropriate Use of Accounts for Student Assistants* rules.

_____ Supervisor's Name (please print)	_____ Supervisor's Signature	_____ Date
--	--	----------------------