



Procedure Number: CS 406
Procedure Title: Non-Employee Computer Security Agreement
Relevant Board Policy: C.1.9
Relevant SACSCOC Principle: 13.7
Originating Unit: Information Technology
Maintenance Unit: Information Technology
Contact for Interpretation: Vice President of College Services

- I. Purpose/Definition(s): This procedure is to define the process of informing non-employees of the Alamo Colleges (Contractors, third parties, consultants, volunteers and external service providers) of acceptable use policy and have them agree to abide by the terms and conditions stated in the “Appropriate Use of Information Technology Resources” (C.1.9) policy and (C.1.9.1) procedure.
- II. Procedure statement:
 - A. When a need has been identified for a non-employee of the Alamo Colleges to use any Technology resource provided by the College a **Non-employee Security Agreement** form has to be completed and signed.
 1. The form can be accessed by using the following link:
<http://share.alamo.edu/nlc/it/Documents/Non-Employee%20Computer%20Security%20Agreement%20V2.1.pdf>
 - B. The completed form can be sent to nlc-helpdesk@alamo.edu or dropped off at the Technology Service Center (NLIB306).

Attachment: Non-Employee Computer Security Agreement Form

Originator:

Date Approved:

Last Updated:

Approved: _____

Title:



Non-Employee Computer Security Agreement

Legal Name: _____
(Please Print) First Middle Last

Status: Independent Contractor Third Party Intern Volunteer Consultant
 External Service Provider

Organization/Agency: _____ **Phone No:** (____) _____

Email Address: _____

Alamo Colleges Supervisor Name: _____

Department: _____ **Phone No:** (____) _____

Alamo Colleges' information technology system(s) are valuable and limited resources that serve a large number and variety of users. The use of the computing resources is a privilege that is extended to support the educational, instructional and administrative activities of Alamo Colleges.

As a user of these computing resources, you have access to sensitive and valuable data. All users of the Alamo Colleges' information technology system(s) are responsible to use system(s) in an appropriate, responsible, ethical and lawful manner.

By using or accessing Alamo Colleges' technology resources, the user accepts and agrees to abide by the terms and conditions stated in the "Appropriate Use of Information Technology Resources" (C.1.9) policy and (C.1.9.1) procedure. These generally require, without limitation, that I abide by software license restrictions, treat as confidential the information to which I gain access and limit my disclosure of that information to Alamo College's employees, agents and/or contractors with a "need to know." Student records are subject to more rigorous nondisclosure requirements under federal law. The full policy and procedure can be viewed on the Colleges' website at: <http://www.alamo.edu/district/policies/>.

I understand that any and all access codes, and/or passwords given to me are for the sole purpose of allowing me to execute my assigned duties within the Alamo Colleges. I further understand that I must keep these codes and/or passwords confidential and may not divulge them to any other person, nor shall I keep or display the access codes or passwords in any manner that would allow another person to gain access to them.

I agree that I will not jeopardize the confidentiality, integrity or the availability of Alamo Colleges' computing, network, telephony, and any other information systems or databases and will immediately report any evidence of their compromise to my supervisor, the Information Technology Risk/Security Office and DPS.

You must sign this document to show your consent and become a registered user of Alamo College's Information Technology Services and acknowledge that any violation of this Computer Security Agreement may, lead to revocation of information technology privileges, disciplinary or legal action.

Signature of applicant:

Date:

X _____
