

OSA

SUBJECT: Information Technology (IT) Acceptable Use Policy (AUP) and User Responsibility Agreement Applicable to State-owned Resources

ACKNOWLEDGEMENT OF USER RESPONSIBILITY AGREEMENT

I understand when using any Office of State Administration`s (OSA) -owned Information System or communications device, I am personally accountable for my actions and must comply with the User Agreement. I understand the agreement is based on Federal/State laws, regulations, and OSA directives and policies. As such, I understand there are consequences for non-compliance of this Agreement. Depending on the severity of my violation and at the discretion of OSA leadership and through due process of the law, consequences can include suspension of access privileges, reprimand, suspension from work, demotion, removal, and/or criminal and civil penalties. I understand when using any OSA owned Information System or communications device, I am personally accountable for my actions and must comply with State of Texas and OSA policy.

I understand OSA`s Information Systems/Information Technology resources are not private, and I have no expectation of privacy when using OSA e resources. I understand OSA management has the right, within the guidelines listed above, to monitor, intercept, read, record, and copy information attributable to my access of these resources. Unless and until my management releases me in writing, I understand the conditions and obligations imposed upon me by this Agreement apply during the time I am granted access to OSA owned Information System or communications devices.

I acknowledge receipt of and understand my responsibilities and will comply with the Texas Military Department User Agreement.

Employee Signature

Date

Printed Name