

**COMPUTING TECHNOLOGY USE AGREEMENT
CDC 1857 (04/00)**

Upon employment, each California Department of Corrections (CDC) employee is permitted to use CDC's computing technologies to complete assigned job responsibilities. The acquisition and use of workgroup computing technologies including portable, stand-alone and networked microcomputers, electronic mail, Internet and Intranet access, connectivity, and Web pages are governed by established departmental policies published and maintained in the California Department of Corrections Operations Manual (DOM) Section 48010.

POLICY FOR USE OF THESE TECHNOLOGIES:

- Increase employee and workgroup productivity.
- Enhance the sharing and distribution of CDC information, both within CDC and to external entities.
- Enhance overall departmental communication.
- Reduce the overall departmental operating costs by strategically deploying standard workgroup technologies at all levels of the organization.

The effectiveness of the CDC's computing environment and shared information resources depends on the responsible behavior of all authorized users, managers, and administrators of these resources. Guidelines have been implemented to determine acceptable uses.

CDC reserves the right to monitor and/or log all network activity, including electronic mail, with or without transaction-by-transaction notification, and therefore, users should have no expectation of privacy in the use of these activities.

ACCEPTABLE AND ENCOURAGED USES FOR WORKGROUP COMPUTING ARE LIMITED TO:

- Performance of assigned Departmental activities;
- Preparation, communication, and exchange of information directly related to the mission and work tasks of CDC or its workgroups;
- Announcement of laws, procedures, hearings, policies, and services or activities related to CDC;
- Professional society activities authorized by CDC;
- Administration of contracts or federal grants for CDC programs;
- Communication and exchange of information for professional development and to debate issues related to assigned governmental activities; and
- Research and development of documents, reports, and analysis of information related to CDC workgroup activities.

WORKGROUP COMPUTING TECHNOLOGIES, INCLUDING ACCESS TO THE INTERNET, SHALL NOT PUBLISH, DISPLAY, OR TRANSMIT INFORMATION THAT WILL:

- Violate or infringe on the rights of any other persons, including the right of privacy;
- Contain abusive, defamatory, false, inaccurate, obscene, pornographic, profane, racially offensive sexually-oriented, threatening, or other biased, discriminatory material;
- Violate CDC policies and regulations including those prohibiting sexual harassment;
- Restrict or inhibit other users from using the system or the efficiency of the computing systems;
- Encourage the use of controlled substances or use of the system for the purpose of criminal intent; and
- Violate State or Federal laws.

USERS WILL NOT USE THE FACILITIES AND CAPABILITIES OF WORKGROUP COMPUTING TO:

- Conduct activities not related to the mission or work tasks of the workgroup or CDC;
- Solicit the performance of any activity that is prohibited by law;
- Transmit material, information, or software in violation of CDC's communication policies, or local, state, or federal law;
- Conduct any electioneering or political activities;
- Perform non-government related fund raising or public relations activities.
- Engage in any activity for personal gain or for personal business transactions.

STATEMENT OF LIABILITY:

The Department of Corrections makes no warranties of any kind whether expressed or implied, for the service that is the subject of the Workgroup Computing Policy. In addition, CDC will not be responsible for any damages whatsoever which employees may suffer arising from or related to their use of any state agency electronic information resources, whether such damages be incidental, consequential or otherwise, or whether such damages include loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions whether caused by either a state agency's negligence, errors, or omissions. Users must recognize that the use of state agency electronic information resources is a privilege and that the policies implementing usage are requirements that mandate adherence.

I have read both sides of this agreement, understand and will comply with its content. I understand this signed form will be placed in my official personnel file.

I understand that the use of State time and property for personal advantage, gain, or profit is inconsistent and in conflict with the duties of a State employee. The use of computer network equipment, programs, and data as a State employee must be directly related to my assigned duties. I understand the use of electronic mail services, the Internet, and other communication systems are a privilege, restricted to legitimate CDC business. I understand that the privacy of electronic mail messages and Internet transactions are not assured. I understand CDC management has a responsibility and reserves the right to monitor my use of CDC computing and data, to ensure policies are being followed, and resources are being used appropriately.

EMPLOYEE'S NAME (Printed)	EMPLOYEE'S SIGNATURE	DATED SIGNED
POSITION NUMBER:		