

MEMORANDUM OF UNDERSTANDING
between
Wyoming SPCR Information Technology Section
and

-----(state employee)

----- (date)

The following Department Computer Policies, Procedures, and Rules must be observed by all employees, both AWEC, probationary, and tenured. Please initial on the line next to the numbered item if you understand the statements,

_____ 1. All computer data, hardware, software, and peripherals are the property of the state of Wyoming and must be protected and used in a proper manner.

_____ 2. The user may not load any software on their PC without first talking with SPCR IT.

_____ 3. The user may not install any hardware on their PC without first talking with SPCR IT.

_____ 4. Users may not perform maintenance or repairs on their PC without discussing the situation with SPCR IT.

_____ 5. No user may work on another user's PC without talking to SPCR IT.

_____ 6. Any department user can contact SPCR IT staff for assistance. Unless your supervisor says otherwise, you do not have to check with them if you have computer questions.

_____ 7. Department users may not bring computer hardware, software, or peripherals from home to install or load on their office PC. If they do, the item automatically becomes the property of the State.

_____ 8. Users are responsible for maintaining the highest security standards for their PCs and the Network. Users WILL NOT share their passwords with another user.

Failure to abide by these SPCR PC policies and procedures may lead to the following:

1. Infractions to these policies/procedures/rules will result in an immediate lockout of the user's login rights as well as denial of access to data and the network server.

1. User and user's supervisor will be notified of infraction(s) and counseled on correct choices.

2. User will receive a Memorandum of Understanding outlining the department's PC Policies and Procedures.

3. Further infractions, SPCR IT will notify the Human Resources Section and the Manager or

Supervisor of the employee for help in correcting the problem(s). SPCR IT may recommend to HR the user be denied further access to PCs and servers until SPCR IT meets with the supervisor and user to discuss the problem(s).

4. Any user who steals, sabotages, purposely or accidentally breaks a PC or other components doing unauthorized installs or repairs, and who carelessly opens their PC to viruses that results in the disabling of the PC will be referred to the SPCR Human Resources for action. SPCR Human Resources will consult with the Attorney General's Office for the proper steps to resolve issues.

Employee/User

Date