

UNIVERSITY OF ROCHESTER

COVID-19 Addendum to Acceptable Use Agreement for Remote Workers

This agreement serves as an addendum to the University's Acceptable Use Policy. Remote workers must sign both agreements. If there are any conflicts, the University Acceptable Use Policy will supersede.

As a user of remote access to the University's information systems, I understand that:

1. The information available to me via remote access to the University's information resources is the property of the University of Rochester. Access to the University's internal network does not in any way convey a transfer of ownership of the information.
2. There will be no confidential information stored on the internal hard drive of my computer. I will implement security controls to prevent unauthorized individuals such as members of my family or visitors to my home, from viewing confidential information.
3. My user ID in conjunction with my password is the equivalent of my legal signature. I am accountable for all activity executed under my user ID.
4. My password(s) meet the criteria designated by the University. I will not share or disclose my password(s) with anyone, nor will I attempt to learn another person's password.
5. If I have any reason to suspect or believe that the confidentiality of my password has been compromised or breached, I will immediately contact the IT Help Desk at 585.275.2000, and my Manager/Director.
6. If my computer and/or any other University property or data is stolen or lost, I will report it immediately to my Manager/Director.
7. I will use remote access in accordance with the policies and procedures of the University.
8. I must not access information for which I have no responsibility and is outside of my "need to know." If I inadvertently access such information, I will make immediate disclosure of the same to my Manager/Director for purposes of follow up with appropriate personnel.
9. Conduct resulting in violations of these responsibilities or of applicable policies, whether intentional or unintentional, may lead to disciplinary action, up to and including termination of employment.

** If you are in a different work location than your manager, you may also indicate agreement by email to your manager; please include the name of this agreement in your note.*

Employee's Name (please print)

Signature

Date

Manager's Name (please print)

Signature

Date