

# **NCC Computer Systems & Information Use Agreement Summary**

## **Section 1.01 Adherence to NCC Computer Systems & Information Use Policy**

NCC recognizes that information and information systems are critical and important assets. NCC will take appropriate steps to protect information and information systems from a variety of threats such as error, fraud, sabotage, privacy violation, and service interruption. This Policy provides direction of consistent and standard access controls across platforms and applications to protect information and information resources. This Policy applies to all NCC resources regardless of physical location. This Policy will be updated periodically based on technology standards with input and approval from NCC management.

## **Section 1.02 Disclosure of Automated Information - Confidentiality**

The undersigned hereby acknowledges that in and as a result of performing services for Northwest Iowa Community College, the undersigned will be making use of, acquiring and/or adding to automated information and resources having a special and unique nature and value relating to NCC. This shall include but not be limited to computerized data systems, systems software and the use of associated equipment and information that is the property of NCC, their clients or external vendors.

Information includes but is not limited to information related to design, programming techniques, security techniques, flow charts, student lists, supplier information, source code, object code, proprietary software, documentation or any other data.

The undersigned further acknowledges that the disclosure of such information could cause a substantial decrease in the value of NCC's business or result in legal action by the owner of the information. The ability to access such information is being given only because of the position of confidence and trust the undersigned will occupy as an NCC agent.

## **Section 1.03 General Conditions**

The signer agrees that he/she will not, at any time, during or following the term of his/her access, directly or indirectly disclose, publish, divulge, or use (except in connection with the provision of services) any such information obtained by or disclosed to him/her through or in the course of his/her association with NCC.

By signing this document, the undersigned agrees that his/her obligations shall include:

- (a) Using his/her best efforts to prevent disclosure of assigned access codes.
- (b) Immediately informing Management if he/she becomes aware of any other persons obtaining knowledge of any access codes they are not authorized to use.
- (c) Immediately informing the appropriate NCC people if he/she becomes aware of any other persons misusing information.
- (d) Upon termination or dismissal for any reason, the undersigned shall immediately return to NCC any and all confidential documents or information relating to NCC, clients or external vendors of automated systems or information.
- (e) Compliance with the NCC Computer Systems & Information Use Policy.

## **Section 1.04 Philosophy**

The undersigned recognizes his/her responsibility to manage and to work in a manner that supports NCC's Mission Statement.

## **Section 1.05 Written Modification**

There shall be no modification of this Agreement, except in writing and executed with the same formalities as this Agreement.

## **Section 1.06 Violations**

Persons violating the NCC Computer Systems & Information Use Policy will be subject to appropriate disciplinary action up to and including termination or expulsion. Such actions do include but are not limited to breaking copyright laws, illegal downloading of music, private "for profit" use, pornography, or any activity that is offensive.