

INDIANA WIC PROGRAM INFORMATION TECHNOLOGY RESOURCES USER AGREEMENT

Information Technology Resources are provided to conduct and support the business of Indiana WIC. This agreement informs you of the conditions of use and to ensure security. Inappropriate use of Information Technology Resources could result in disciplinary action. Conditions of use are as follows:

- Information Technology Resources must be protected against unauthorized access, misuse, theft, damage or unauthorized modification.
- Workstations must be properly secured from unauthorized access before being left unattended.
- Installations software, including privately purchased or downloaded software is discouraged.
- Computer password(s) must remain confidential and cannot be shared with another person.
- Unauthorized use must be promptly reported to the Coordinator or the State WIC Office.
- System permissions must be assigned based on job duties.
- Personal use is permissible only with Coordinator approval (i.e. limited personal use that cannot reasonably be handled away from work).

Activities which do not support the business of Indiana WIC are prohibited; these activities include but are not limited to:

- Conducting non-WIC business
- Violating any law
- Sharing or distributing software without authorization
- Knowingly forwarding or responding to spam
- Permitting unauthorized users to use the Information Technology Resources
- Disabling virus protection for any reason
- Installing spy wary, games, etc.
- Attempting to access information without authorization
- Viewing or distributing material that is offensive, obscene, or sexually explicit

USER AGREEMENT

Information about the computer user:

User Name: _____
Agency/Clinic _____
Location: _____

**I have read and I understand the Indiana WIC Information
Technology Resources User Agreement.**

Signature: _____

Date: _____

Information about the computer user's supervisor:

Supervisor: _____
Supervisor
Signature: _____

Date: _____