

Employee Acknowledgement Form

This form should be printed, filled out, signed, and sent to your Information Coordinator.

Name: _____ **SUID:** _____

A. General Policies

Information contained in the University's administrative systems ('Information') is the property of the University and represents official University records. Employees who have access to this information, in all formats (printed materials, on-line systems, data files) accept responsibility for adhering to certain principles in the use and protection of that information.

1. Employees who have access to information are responsible for maintaining its confidentiality. Information remains under the control of the University, and its data custodians. Any use of this information for purposes other than originally authorized is prohibited. *
2. Employees are responsible for understanding the meaning and purpose of the information to which they have access, and may only use this information to support the normal functions of their administrative and academic duties. All information to which they have access, in printed or electronic format, must be maintained and disposed of in a secure manner. *
3. Employees may not use information in any manner which duplicates a function reserved by a University data custodian without the permission of that custodian. Examples of reserved functions are reports for government agencies, transcripts, employment verification, financial and budget reports, and enrollment reports. *
4. All University information is governed by data security policies published in the [SU Policies](#). In addition, disclosure of Student Records information is governed by the Family Educational Rights and Privacy Act of 1974 which generally requires the written consent of the student. *
5. Printed information, (e.g., reports, labels, data files) may not be distributed outside the University without approval of the data custodian. *

B. Computerized Information Guidelines

Access to any of Syracuse University's computerized information systems requires the approval of the data custodian responsible for that data. Specific guidelines govern computerized access, and all employees who become authorized users of these online information systems must comply with the following security procedures:

1. Never disclose your password.
2. Never use another person's sign-on ID.
3. Always sign off the system when finished; do not leave a terminal unattended while you are logged onto a system.

4. Never allow a student who does not have an authorized sign-on ID to access any of the University's Online systems.
5. Report all security violations to the Information Coordinator in your department, a data custodian or Information Systems.

C. Enforcement

Acts which achieve or attempt to achieve the unauthorized use of computer resources or the unauthorized use or copying of data or software owned by or in the care of the University are prohibited. Examples of unauthorized use of copying include attempts to alter systems, attempts to circumvent systems protection features, attempts to alter or destroy data, attempts of unauthorized access or copying of data or software, attempts to release data or software for which the attempter is not the University authorized processor or custodian, and the condoning, approving or directing of unauthorized use or copying. *

The University regards an unauthorized attempt to use or unauthorized use of computer resources or the unauthorized copying of data or software owned by or in the care of the University as an extremely serious violation of University policy. Violation of policy will result in appropriate sanction, and may also result in suspension or termination from University status as a student or employee, and/or in civil proceedings, and/or in criminal prosecution under Article 156 of the New York State Penal Code.*

I have read, understood, and retained a copy of the Acknowledgement, and agree to comply with the University policies and procedures described above.

_____ Dated: ____/____/____
Signature of Employee

**** Reprinted or paraphrased from the Syracuse University Administrative Policy Manual.***