End User Responsibilities

Any individual who is granted access to IT resources—including the University's information, devices, and systems—is an end user of those IT resources.

University Policy 8-1, Data Management and Governance, defines the shared responsibility of all end users to protect and use University information appropriately.

University Policy 8-2, Information Security, details the requirements for protecting all IT resources, including University information, devices, and systems.

End users must adhere to these and other University policies and procedures for the proper management—including acquisition, utilization, maintenance, access, and protection—of IT resources.

University data management practices must comply with applicable laws, regulations, and other requirements. All individuals who have access to University information must manage it in a manner that is consistent with the University's need for privacy, security, and compliance. End users must adhere to ethical, legal, and professional standards for data management including, but not limited to:

- Manage IT resources in accordance with institutional need only.

- Access and use IT resources only for legitimate business purposes and only according to your authorization to use that information (i.e., no "administrative voyeurism").

- Protect the confidentiality of University information by implementing security standards and following best practices for safe computing and information management.

- Disclose University information only in compliance with federal, state, and local laws, University policies, and data stewardship and management rules.

- Do not facilitate the violation of administrative policies or the circumvention of technical or physical safeguards by others.

End users must acknowledge annually through attestation to this agreement that they understand and will fulfill their responsibility to protect and use IT resources as required by University policies and procedures and with respect to confidentiality needs.

Acknowledgement

I understand and acknowledge my responsibility to comply with the policies and procedures for protecting and using IT resources—the University's information, devices, and systems. I understand that I am responsible for protecting and using IT resources according to these responsibilities and the need for confidentiality.

Signature: Date: