

NH Department of Corrections  
Information Technology  
USER ACCESS AGREEMENT

Any and all NH Department of Corrections (DOC) employees, volunteers ,contractors or other entities given permitted access to any DOC computer, network, business application, E-mail and internet/intranet browsing access acknowledges by signing this agreement, to comply with all federal and state laws and rules, and DOC policies and procedures governing the use and safeguarding DOC IT systems.

**The authorized user agrees:**

1. That at no time shall the employee’s confidential computer user name(s) password(s) be shared with or used by any other person.
2. That at no time shall the employee share or use another person’s confidential computer password.
3. That at no time shall the employee leave a workstation without first ensuring that the workstation is properly secured from unauthorized access.
4. That the employee must report any and all violations of this agreement to the appropriate Supervisor promptly upon learning of such violation.
5. That if the employee is found to be in violation of any of the above state rules.
6. That at all times utmost care shall be used in protecting departmental information from unauthorized access, misuse, theft, damage, destruction, modification or disclosure.
7. That any person or any use not specifically known by the employee as being authorized to access or use departmental information must be promptly called in to the Business Information Unit (BIU).
8. That departmental information shall be used solely for the purpose of conducting official department business, and all other use or access is strictly forbidden including, but not limited to, personal or other private use.
9. That at no time shall the employee access or attempt to access any departmental information without having the express authority to do so.
10. That at no time shall the employee access or attempt to access any departmental information in a manner inconsistent with the approved method of system entry.
11. That all departmental information developed while on the job or while utilizing Department facilities or resources shall be the exclusive property of the Department of Corrections.
12. That all software licensed, developed or being evaluated by the Department cannot be copied, shared, distributed, sub-licensed, modified, reverse engineered, rented or sold, and that at all times the employee must use utmost care to protect and keep such software strictly confidential in accordance with the license or any other agreement executed by the Department.
13. That only equipment or software owned, licensed or being evaluated by the Department can be used by the employee.
14. Use of personal or a third party’s equipment or software at Department facilities is strictly forbidden unless prior written approval has been obtained from the BIU Administrator.
15. The employee may face disciplinary sanctions, including a reprimand, suspension, termination from employment or criminal or civil prosecution if the act constitutes a violation of law.
16. That from time to time circumstances may require that this agreement be modified by the Department to reflect any changes in procedure or policy. The employee will be notified in writing of any changes and will be required to adhere to such changes.

**Confidential and Non-Disclosure Use**

The State of New Hampshire and the Department of Correction’s shall be classified as “Confidential” unless otherwise specified and be protected from unauthorized disclosure.

Under no circumstances shall an Authorized User disclose to the public, or any other individual, any confidential information pertaining to the NH Department of Corrections and its affiliates.

Authorized User’s Signature: \_\_\_\_\_ Supervisor’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_