



eSPAN User Access Rules of Behavior Acknowledgement

POLICY FOR USE OF eSPAN COMPUTER RESOURCES

As a user of the Electronic System for Programs, Agreements and National Service Participants (eSPAN) you are required to be aware of, and comply with, eSPAN policy on authorized use and security of eSPAN computer resources and data.

YOU ARE RESPONSIBLE FOR ALL ACTIONS PERFORMED WITH YOUR PERSONAL USER ID.

- ◆ User IDs and passwords are for your individual use only, and are eSPAN confidential information.
- ◆ You must not disclose your password to anyone and you must take necessary steps to prevent anyone from gaining knowledge of your password.
- ◆ As a user you will be expected to employ good password management practices as outlined in CNCS' computer security policy.

POLICY, STANDARDS, AND PROCEDURES MUST BE FOLLOWED.

- ◆ Use of eSPAN computer resources are restricted in accordance with eSPAN security policy.
- ◆ You must be aware of, and abide by the "Computer Fraud and Abuse Act of 1986" (Public Law 99-474), the civil and criminal penalties of the Privacy Act, the Trade Secrets Act (18 U.S.C. S905), and other Federal Regulations applying to unauthorized use of Federal computer systems, files, records, and data.
- ◆ Be aware that all eSPAN computer resources used and accessed by authorized eSPAN users are subject to periodic test, review, monitoring and auditing. Any evidence of security violations or illegal activity will be immediately turned over to eSPAN management, or law enforcement for action. Penalties could include loss of access, fines and/or imprisonment.

ACCESS TO INFORMATION MUST BE CONTROLLED.

- ◆ Access only the information for which you have been authorized, and have "need to know/access."
- ◆ Do not leave computers logged on to eSPAN and unattended. Log off at the end of each session or use access control software (i.e., Screen Saver with password) during unattended use.
- ◆ If you know that a person, other than yourself, has used or is using your User ID, you must report the incident immediately to your supervisor, the eSPAN help desk or the Corporation ISSO.
- ◆ Take steps necessary to maintain security of computer files and reports containing eSPAN information.