

Montgomery County Tennessee Computer Access Security Agreement

I, _____, hereby acknowledge receipt of my computer access code and my use of them demonstrates my agreement to the following guidelines:

I shall maintain confidential all computer information and resources to which I have access or control.

I shall take appropriate measures to safeguard and protect the information and computer resources of Montgomery County Government that are made available to me.

I shall use the information and computer resources only for authorized Montgomery County Government business and not disclose any information or documentation obtained from, or pertaining to, the Montgomery County Government computer system(s), to any third party, except in the routine lawful conduct of the County's business.

I shall be accountable for and accept full responsibility for all transactions performed using my computer access code.

I shall maintain all computer access codes in the strictest of confidence; immediately change them if I suspect their secrecy has been compromised, and report suspected misuse to the Human Resources Department.

I have read and agree to comply with the guidelines set forth above.

I understand willful violation of, or disregard for, any of these guidelines may result in disciplinary action up to and including the termination of my employment, termination of my business relationship with Montgomery County Government and possible prosecution under the provision of the Computer Crimes Act as cited in T.C.A 39-14-601 et seq.

Employee Name (Printed)

Date

Employee Signature