

End User Computer Agreement

Procedure Number: PSU-NK-ITS-000

Date: July 15, 2008

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The use of the specified computer equipment is granted to the undersigned only. Each authorized user must select a level of access and responsibility for this system by choosing either the System User or the Enhanced System User level of access. Please check one.

_____ **System User Responsibilities:**

1. Read and agree to abide by University IT Policies (<http://guru.psu.edu/policies/AD95.html> and <http://guru.psu.edu/policies/AD96.html>) plus all related and referenced policies, as well as any subsequent revisions, amendments, or newly implemented policies..
2. Agree **not** to share account ID or password information.
3. Back up important user files.
4. Comply with all software license agreements governing installed software. (Please consult with the campus IT staff with questions or concerns.)
5. Ensure physical security of the computer at all times. (This is especially significant for laptop computers.)
6. Agree **not** to alter system hardware, software, or network configuration without the assistance and approval of campus IT support staff.

_____ **Enhanced System User Responsibilities:**

1. Abide by the System User responsibilities set forth in items 1-5 above.
2. Reconfigure original hardware and software as necessary to support the mission of the University, and, in doing so, assume responsibility for compliance with all governing policies.
3. Provide user access control to the software and data on the system.
4. Use the assigned IP address as listed below. (Use of another address is prohibited while on the campus network. Violators will be subject to removal from the campus data network.)
5. Assume sole responsibility and accountability for the system's operation, any software installed, and its interaction with the campus and university data network.
6. Agree to periodic inspection of the assigned unit by the campus IT department to ensure compliance with University policy and software copyright laws.



7. Maintain and locate all properly executed agreements for installed software close to said system and readily available for audit to ensure compliance with terms of issuance. (A software breach will result in the system's removal from the campus data network, and, if necessary, contacting the appropriate authorities.)
8. Agree to disconnect from the campus data network should any network or security issues arise concerning this system, including suspected virus activity or any network security bypass, until the issues are resolved.
9. Agree not to alter the computer in any way that will prevent the IT department from remotely updating/patching the operating system and its applications as well as scanning for vulnerabilities, viruses, and personally identifiable information (PII).

By signing, I agree to abide by the above procedure with the system referenced below:

User's Signature: _____

Date: _____

By signing, I approve the above request and have assigned an IP address:

NK ITS Staff Signature: _____

Date: _____

To be completed by the requesting user and IT Department			
PSU Access ID		System MAC Address	
PSU ID #		IP Address (or DHCP)	
System Location		Subnet Mask	
System Type/Model		Gateway Address	
System Serial Number		DNS Server Addresses	

Authorization Signatures for Enhanced System User Responsibilities

Unit Supervisor:		Date:
Director of IT:		Date:
Chancellor:		Date: