

\_\_\_\_\_

**City of Charleston**  
**Information Systems Access**  
**Employee Acknowledgement of Ethics and Security Responsibilities**

I hereby acknowledge that as an employee of the City of Charleston, and by using my user ID and password for any City of Charleston's on-line system, I am responsible for understanding and adhering to ethical and security policies established by the City of Charleston. I understand that violations of this policy may be considered cause for disciplinary action, up to and including termination of employment

My responsibilities under this policy include, but are not limited to:

1. Proper control over my password, such as preventing unauthorized use or disclosure of my password.
2. Notifying other users if I should learn their password.
3. Restricting E-mail use to work-related messages, and being aware that e-mail data are considered City of Charleston property and that management may monitor e-mail use.
4. Adhering to the policy of control over classified City of Charleston information.
5. Adhering to the terms of City of Charleston's policies regarding e-mail, Network and Internet usage.

For:

New User     Change Existing User \_\_\_\_\_

**Service(s) to be setup, changed or added**

- |   |       |
|---|-------|
| <input type="checkbox"/> Change Login Name                | _____ |
| <input type="checkbox"/> Network Login *                  | _____ |
| <input type="checkbox"/> Email                            | _____ |
| <input type="checkbox"/> Accounting - Level/Access/Duties | _____ |
| <input type="checkbox"/> B & O – Level/Access/Duties      | _____ |
| <input type="checkbox"/> _____                            | _____ |
| <input type="checkbox"/> _____                            | _____ |
| <input type="checkbox"/> _____                            | _____ |
| <input type="checkbox"/> _____                            | _____ |

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name –first,middle,last (please print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Supervisor/Department Head

Network Logins are assigned by the administrator – They are normally the persons first and last name.

**RETURN COMPLETED FORM TO HUMAN RESOURCES**