

## User Agreement for Responsible Use and Confidentiality of Data, Technology, and User Credentials\*

### User Information

Name of User:

Date:

Signature:

Office or Organization Unit:

Manager/Supervisor:

Signature:

### User Agreement

I understand that by virtue of my employment or relationship with the University of South Carolina (USC), I may have access to University Technology Assets, including data, technology, user credentials, and other assets, which must be protected according to laws, regulations, policies, procedures, and guidelines.

The University of South Carolina is committed to protecting student privacy for students enrolled in all courses regardless of the mode of instruction (classroom, blended, online). All the University policies regarding students' privacy and information security apply to distributed learning and traditional on-campus courses. My signature above denotes that I have read and understand my responsibilities as outlined in the following USC policies and others available on the USC policy website

<http://www.sc.edu/policies/>:

[UNIV 1.51 Data and Information Governance](#)

[UNIV 1.52 Responsible Use of Data, Technology, and User Credentials](#)

[ACAF 3.03 Handling of Student Records](#)

[FINA 4.11 Credit/Debit Card Processing and Security](#)

[HR 1.22 Telecommuting](#)

[HR 1.69 Official Personnel Files and Records Release](#)

[IT 3.00 Information Security](#)

I acknowledge that unauthorized access or disclosure, through my deliberate actions or negligence, of any data, information, technology, user credential, or other asset could subject me to criminal and civil penalties imposed by law. I further acknowledge that unauthorized disclosure or access may also constitute just cause for disciplinary action. In the event access is determined to be contrary to university policy or applicable law, appropriate measures will be taken, including referral to student, employee, or faculty disciplinary processes. . If I am ever in doubt about my responsibilities regarding USC data, technology, user credentials, or other assets, I will immediately consult my supervisor.

\*As stated in UNIV 1.52: Appendix 1