

**COUNTY OF LOS ANGELES
AGREEMENT FOR ACCEPTABLE USE
AND CONFIDENTIALITY OF COUNTY INFORMATION ASSETS**

All capitalized terms not defined in this agreement have the same meaning as set forth in Board of Supervisors Policy No. 6.100 - Information Security Policy.

As a County of Los Angeles (County) Workforce Member, and as outlined in Board of Supervisors Policy [6.101](#) "Use of County Information Assets," I understand and agree:

- That I occupy a position of trust, as such I will use County Information Assets in accordance with County and Departmental policies, standards, and procedures including, but not limited to, Board of Supervisors Policy [9.015](#) "County Policy of Equity" (CPOE) and Board of Supervisors Policy [9.040](#) "Investigations of Possible Criminal Activity Within County Government."
- That I am responsible for the security of information and systems to which I have access or to which I may otherwise obtain access even if such access is inadvertent or unintended. I shall maintain the confidentiality of County Information Assets (as defined in Board of Supervisors Policy [6.100](#) – Information Security Policy).

That County Information Assets must not be used for:

- Any unlawful purpose.
- Any purpose detrimental to the County or its interests.
- In any way that undermines or interferes with access to or use of any County Information Asset for official County purposes.
- In any way that hinders productivity, efficiency, customer service, or interferes with other County Workforce Members performance of his/her official job duties.
- Personal purpose where activities are for private or personal gain or advantage (including financial gain), or an outside endeavor not related to County business. Personal purpose does not include incidental and Minimal Personal use of County Information Assets.
- To falsely represent oneself, real or fictional, or send Information anonymously unless specifically authorized by Department management or to make an anonymous report through a proper reporting mechanism.
- Any personal communication that I intend to keep confidential.
- That records, files, databases, and systems contain restricted, confidential or internal use information (i.e., Non-Public Information), as well as public information. I may access, read, or handle Non-Public Information to the extent required to perform my assigned duties. Although I may have access to Non-Public Information, I agree to not access such information unless it is necessary for the performance of my assigned duties. I understand that unauthorized access of Non-Public Information is beyond the scope of my employment.
- Not to divulge, publish, share, expose, or otherwise make known to unauthorized persons, organization, or the public any County Non-Public Information. I understand that:
 - I may divulge Non-Public Information to authorized County staff and managers, as necessary to perform my job duties.

- I may divulge Non-Public Information to others only if specifically authorized to do so by federal, state, or local statute, regulation or court order, and with the knowledge of my supervisor or manager and following proper County and Departmental procedures.
- I may not discuss Non-Public Information outside of the workplace or outside of my usual work area.
- I must consult my supervisor or manager on any questions I may have concerning whether particular information may be disclosed.
- To report any actual exposure of Information Security or a situation that could potentially result in an exposure, misuse, or crime relating to County Information Assets whether this is on my part or on the part of another person following proper County and Departmental procedures. I understand that I am expected to assist in protecting evidence of crimes relating to Information Assets and will follow the instructions of, and cooperate, with management and any investigative response team.
- I have no expectation of privacy or confidentiality concerning my activities related to the use of, or access to, County Information Assets, including anything I create, store, send, or receive using County Information Assets. My actions may be monitored, logged, stored, made public, and are subject to investigation, audit, and review without notice or consent.
- Not possess a County Information Asset without authorization. Although I may be granted authorization to possess and use a County Information Asset for the performance of my duties, I will never be granted any ownership, exclusive possession or property rights to County Information Assets. All Information Assets and Information is the property of the County. I must surrender County Information Assets upon request. Any Information Asset retained without authorization will be considered stolen and prosecuted as such.
- Not intentionally, or through negligence, damage or interfere with the operation of County Information Assets.
- To neither, prevent authorized access, nor enable unauthorized access to County Information Assets.
- To not make computer networks or systems available to others unless I have received specific authorization from the Information Owner.
 - Not share my computer identification codes and other authentication mechanisms (e.g., logon identification (ID), computer access codes, account codes, passwords, ID cards/tokens, biometric or multifactor tokens, and/or smartcards) with any other person or entity. Nor will I keep or maintain any unsecured record of my password(s) to access County Information Assets, whether on paper or electronic.
 - I am accountable for all activities undertaken through my authentication mechanisms (e.g., logon identification (ID), computer access codes, account codes, passwords, ID cards/tokens, biometric or multifactor tokens, and/or smartcards).
- To not intentionally introduce any malicious software (e.g., computer virus, spyware, worm, key logger, malicious code, or data), into any County Information Asset or any non-County Information Systems or networks.

- To not subvert or bypass any security measure or system which has been implemented to control or restrict access to County Information Assets and any restricted work areas and facilities.
 - Disable, modify, or delete computer security software (e.g., antivirus, antispyware, firewall, and/or host intrusion prevention software) on County Information Assets. I shall immediately report any indication that a County Information Asset is compromised following proper County and Departmental procedures.
- To not access, create, or distribute (e.g., via email, Instant Messaging or any other means) any offensive materials (e.g., text or images which are defamatory, sexually explicit, racial, harmful, or insensitive) on County Information Assets, unless authorized to do so as a part of my assigned job duties (e.g., law enforcement). I will report any offensive materials observed or received by me on County Information Assets following proper County and Departmental procedures.
- That the Internet is public and uncensored and contains many sites that may be considered offensive in both text and images. I shall use County Internet services in accordance with County and Departmental policies and procedures. I understand that County Internet services may be filtered and that my use of resources provided on the Internet may expose me to offensive materials. I agree to hold County harmless from and against any and all liability and expense should I be inadvertently exposed to such offensive material.
- That electronic communications (e.g., email, instant messages, etc.) created, sent, and/or stored using County electronic communications services are the property of the County. I will not distribute, forward or otherwise disseminate such electronic communications without valid business justification. I will use proper business etiquette when communicating using County electronic communications services.
- Only use County Information Assets to create, exchange, publish, distribute, or disclose in public forums and social media (e.g., blog postings, bulletin boards, chat rooms, Twitter, Instagram, Facebook, and other social media services) in accordance with County and Departmental policies, standards, and procedures.
- Not store County Non-Public Information on any Internet storage site except in accordance with County and Departmental policies, standards, and procedures.
- Not store County Non-Public Information on any removable storage devices except in accordance with County and Departmental policies, standards, and procedures
- Not copy or otherwise use any copyrighted or other proprietary County Information Assets (e.g., licensed software, documentation, and data), except as permitted by the applicable license agreement and approved by County Department management. Nor will I use County Information Assets to infringe on copyrighted material.
- Should I choose to use a personally owned endpoint or portable computing device to access, view, edit, and/or create County Non-Public Information:
 - I attest that the device meets County and Departmental requirements.
 - I understand that my personally owned Endpoint or Portable Computing Device may be subject to legal discovery or public disclosure to the extent that it was used as a repository for County Non-Public Information which was not stored in the appropriate County storage repository.

- Should I discover an Information Security Incident or a weakness in any Information Security control or that I have access to information or systems to which I should not, I will immediately report such information to my supervisor or IT service desk/support team. I will make myself available to the Information Security or Incident Response Teams during the resolution or investigation process.
- That noncompliance may result in disciplinary action (e.g., suspension, discharge, denial of access, and termination of contracts) as well as both civil and criminal penalties and that County may seek all possible legal redress.

I HAVE READ, UNDERSTAND AND ACCEPT THE ABOVE AGREEMENT:

_____	_____	_____
Name	Employee Number	Department
_____	_____	
Signature	Date	