

No. IT- 039	Policy Name: City of Hampton Vendor or Contractor Personnel Information Technology Usage Agreement
Effective Date: 7-1-2011 Last Revised Date: 6-25-2014	Citywide Policy _ IT Policy _ IT Procedure <u>X</u>
Approved By: IT Director	

Anyone that is not a City of Hampton employee who will access City of Hampton information technology in the course of their work for City of Hampton ("contractor personnel") are required to sign this document before accessing any City of Hampton information technology system. "Information technology" includes any computer, network, Internet access, electronic mail and voice message systems, facsimile devices, or other electronic systems used by the City of Hampton.

1. Contractor personnel have no expectation of privacy in any electronic communications, use of City of Hampton property, or Internet access. City of Hampton reserves the right to review, audit, or monitor any information technology used by Contractor personnel.
2. Contractor personnel shall use only accounts authorized by the City of Hampton Director of IT.
3. Contractor personnel may access only those resources for which they are specifically authorized.
4. Contractor personnel are personally responsible for safeguarding their account and log-on information. Passwords shall adhere to the following.
 - a. Passwords shall remain confidential.
 - b. Passwords shall be changed at least every 90 days.
 - c. Passwords shall be at least six characters long.
 - d. Passwords shall contain characters from at least three of the following four classes: (i) English upper case letters, A, B, (ii) English lower case letters, a, b, (iii) Westernized Arabic numerals, 0,1,2, and (iv) Non-alphanumeric ("special characters") such as punctuation symbols.
 - e. Passwords shall not contain your user name or any part of your full name.
 - f. Passwords shall never be displayed, printed, or otherwise recorded in an unsecured manner.
5. Contractor personnel are not permitted to script their user IDs and/or passwords for log-on access.
6. Contractor personnel are not permitted to allow another person to log-on to any computer utilizing their, if provided, personal account, nor are they permitted to utilize someone else's account to log-on to a computer. Authorized system or service accounts may be used by multiple authorized people.
7. Contractor personnel may not leave their workstation logged onto the network while away from their area. Contractor personnel may elect to lock the workstation rather than logging off when leaving for very short time periods.
8. Contractor personnel shall maintain a log, left with the computer, of all software loaded onto any City of Hampton computer. The software must have been approved in writing in advance by the City of Hampton Director of IT.
9. Contractor personnel shall execute only applications that pertain to their specific contract work.
10. Contractor personnel shall promptly report log-on problems or any other computer errors to the Helpdesk (757-727-6350).
11. Contractor personnel shall promptly notify the City of Hampton Director of IT if they have any reason to suspect a breach of security or potential breach of security.
12. Contractor personnel shall promptly report anything that they deem to be a security loophole or weakness in the computer network to the City of Hampton Director of IT.
13. Contractor personnel shall not install or use any type of encryption device or software on any City of Hampton hardware, which has not been approved in writing in advance by the City of Hampton Director of IT.
14. Contractor personnel shall not attach any device to the City of Hampton network without prior written approval in advance from the City of Hampton Director of IT.
15. Contractor personnel shall not remove any computer hardware, data or software from a City of Hampton building for any reason, without prior written approval from the City of Hampton Director of IT.
16. Contractor personnel shall not delete, disable, or bypass any authorized encryption device, or anti-virus or other software program, installed on City of Hampton hardware.
17. Contractor personnel shall not attach any network or phone cables to any City of Hampton device without written approval from the City of Hampton Director of IT.
18. Contractor personnel shall not copy any data and/or software from any City of Hampton resource for personal use.
19. Contractor personnel shall not utilize City of Hampton computer systems or networks for any of the following reasons:
 - a. Game playing;
 - b. Internet surfing not required for their work activity;
 - c. Non-related work activity;
 - d. Any illegal activity; or
 - e. Downloading of files from non-City resources. If files are needed for your work, contact City of Hampton IT personnel.
20. Contractor personnel are prohibited from intercepting or monitoring network traffic by any means, including the use of network sniffers, unless authorized in writing in advance by the City of Hampton Director of IT.
21. Contractor personnel may not give out any City of Hampton computer information, including but not limited to _____, to anyone. Exception: other Contractor personnel needing the information to complete authorized tasks and who have signed this agreement. Information includes but is not limited to: IP addresses, security configurations, etc.
22. All data storage media shall be erased or destroyed prior to disposal.
23. Contractor personnel shall not remove, modify, erase, destroy or delete any computer software without the written approval in advance of the City of Hampton Director of IT.
24. Contractor personnel shall not attempt to obtain or distribute City of Hampton system or user passwords.
25. Contractor personnel shall not attempt to obtain or distribute door passcodes/passkeys to secured rooms at any City of Hampton facility for which they are not authorized.
26. All equipment issued to Contractor personnel will be returned in good condition to City of Hampton upon termination of the City of Hampton/ Contractor Personnel relationship.
27. Contractor personnel shall not use City of Hampton information technology to send or receive threatening, obscene, abusive, sexually explicit language or pictures.

HAMPTON VA

28. Contractor personnel shall follow established City of Hampton procedures and otherwise follow reasonable measures to avoid violation of applicable copyright or other intellectual property protection laws.

29. Use by Contractor personnel of any City of Hampton information technology will acknowledge acceptance and understanding of the above-referenced policies. Any Contractor who violates any of these policies shall be deemed in breach of contract and subject to sanctions including termination of assignment or termination of contract, as well as being subject to any applicable Virginia civil and/or criminal penalties.

Contractor personnel signature

Date

Company/Agency name (Print)

Contractor personnel name (Print)

Purpose (State the reason you are signing this form)

Contractor personnel phone number

City of Hampton Sponsor & phone number (Print employee name and department)

Revision Date: 8/2/07