

# Individual Computer User's Acceptable Use Agreement

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## GENERAL RULES AND GUIDELINES GOVERNING THE USE OF FIRE GENERAL SUPPORT SYSTEMS

Violations of the following rules are considered computer security incidents:

1. **CLASSIFIED INFORMATION.** Do not enter any classified National Security information into any Fire General Support System.
2. **GOVERNMENT PROPERTY.** Computer hardware, software, and data are considered to be the property of the U.S. Government. Fire computer systems are used for official business only. Do not use games, personal software, private data, unlicensed proprietary software, personal peripherals or otherwise non-government information or enter them into any Government-owned computer system. Any use of computers, software or data for other than official business is expressly prohibited, except as permitted by the Fire Teams Internet Acceptable Use Policy.
3. **PROPRIETARY PROPERTY.** Commercially developed and licensed software is treated as proprietary property of its developer. Title 17 of the U.S. Code states, "It is illegal to make or distribute copies of copyrighted material without authorization." The only exception is the user's right to make a backup for archival purposes, assuming one is not provided by the manufacturer. It is illegal to make copies of software for any other purpose without permission of the publisher. Unauthorized duplication of software is a Federal crime. Penalties include fines of up to \$100,000 per infringement and jail terms of up to five years.
4. **ACCOUNTABILITY.** Individual User IDs and passwords are assigned only to persons having a valid requirement to access Fire General Support Systems and local/wide area networks. All activity accomplished under this User ID is directly attributable to the user to whom it is assigned.

GENERAL BUSINESS PRACTICES, if not followed, can lead to security incidents as listed below. Noncompliance with these practices may result in removal of access and/or disciplinary or legal action being taken, consistent with the nature and scope of such activity.

1. **INDIVIDUAL USER IDs AND PASSWORDS.** Do not share your individual User IDs and passwords. They are to be used only by the individual owner. Do not write down user IDs and passwords, except on the original assignment document. Destroy this document once memorized, or at a minimum, keep it in a safe place. Under no circumstances should User IDs and passwords be posted ANYWHERE! Do not keep them in accessible locations. Never use personal information (e.g., telephone numbers, names of family members, pets, etc.) or dictionary words for your passwords. Passwords must be at least eight characters in length and consist of at least one uppercase, one lowercase, one numeric character and one special character. Passwords are changed at required intervals. If you believe your User ID and password have been compromised, change your password, notify your supervisor, and report the incident to the Team CTSP.
2. **UNAUTHORIZED ACCESS.** Access to Fire computer systems requires management approval. Do not attempt to gain access to any Information Technology system for which you do not have an approved and authorization to access.
3. **LOG OFF** when not actively working on the computer system. At a minimum, lock your workstation when leaving your work area for short periods of time or invoke the computer system's locking screen saver. Remember, you are responsible for all activity logged under your User ID.

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I, the undersigned, understand that when I use any of the Fire General Support Systems and/or applications or gain access to any information therein, such use or access is limited to official Government business. Further, I understand that any use of the aforementioned systems or information that is not official Government business may result in disciplinary action consistent with the nature and scope of such activity. I have read the "General Rules and Guidelines Governing the Use of Fire General Support Systems.". I understand and agree to comply with them.

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Federal Employee

\_\_\_\_\_  
Agency / Organization

Non-Federal

\_\_\_\_\_  
Name of Organization / Company

Contractor Employee

\_\_\_\_\_  
Contract Company

Administratively Determined (AD) Employee

\_\_\_\_\_  
Agency / Organization

\_\_\_\_\_  
Individual's Typed or Printed Name

\_\_\_\_\_  
Individual's Signature

\_\_\_\_\_  
Date

**USER:   RETAIN GENERAL RULES AND GUIDELINES FOR YOUR RECORDS AND REFERENCE**