Statement of Restrictions and Responsibilities

Your personal PNL computer account is assigned only to you. Through this account you are allowed certain system and project access privileges appropriate to performing your specific job function. With these privileges, however, are associated certain restrictions and responsibilities.

System Use Restrictions _____ (initial)

Computer systems within PNL are divided into two general categories: computer systems specifically approved for classified work and computer systems which are not approved for classified work. In addition, an unclassified computer system may be described as sensitive if the equipment, software, or data are sensitive. PNL multi-user computers may be used for unclassified or sensitive unclassified processing. **DO NOT process classified information on PNL multi-user computer systems.**

PNL and DOE computing equipment is to be used only for approved official business. It is not to be used for any personal application including, but not limited to, games, home finances, or personal business. Misuse of such equipment, or providing assistance to others for such purposes, may result in disciplinary action, criminal prosecution, loss of access priviledges and/or loss of employment. Exceptions to this policy are sometimes allowed for purposes related to an employee's professional education. All such exceptions must have written approval in advance from the employee's supervisor and the system manager.

Security Awareness _____ (initial)

- PNL and DOE multi-user computer systems are presumed to process **sensitive unclassified** information. Although your application may not be considered sensitive, you have a shared responsibility to protect the sensitive information of other users. All users are obligated to report immediately to the system manager or the PNL Computer Protection Program Manager (CPPM) any extraordinary or suspicious activity or suspected violations of system use restrictions. Familiarize yourself with the **Security Huide for Users of Personal Computers and Word Processors.**

- Many of the source codes, documentation, and executable images on PNL computer systems are subject to export restrictions. Such restrictions apply to most operating systems (VAX/VMS, Unix, etc), the AT&T Toolchest software, most statistical packages (SAS, IMSL, etc), and the database systems. You are responsible to exercise prudence in the use of these codes and documentation and to protect them from disclosure or export.

If you are issued a "Smartcard", protect it as you would your password. This device protects PNL systems from unauthorized access from offsite and it is your responsibility to protect the card issued to you from unauthorized use.

- Carry your card on your person or keep it locked up at all times.
- Do not disclose your authentication number to any other person.
- Do not allow another person to use your "Smartcard" for any reason.
- Report a missing or lost "Smartcard" immediately to the Computer Protection Program Manager at PNL.

Password Protection _____ (initial)

Passwords to computer accounts are currently the single most effective defense against computer crime and mischievous meddling. They should therefore be protected at all times from unauthorized and unnecessary disclosure. The following guidelines should be followed to ensure the protection of your password.

- Memorize your passwords. If you must keep a written record of your passwords, keep them on your person or in a locked drawer. **DO NOT keep written passwords and associated usernames together.**
- **The sharing of personal account passwords is strictly prohibited**. Do not share your password with any other person.
- Have colleagues look away when logging on to the computer. Return the courtesy by looking away when a colleague logs on.
- Never store passwords on the host computer or as a function key on personal computers.
- Notify the system manager or PNL Computer Protection Program Manager (CPPM) immediately if your password is lost, stolen, or inadvertently disclosed. You will be held responsible for all actions taken by persons using your password
- Always log off when leaving the system. Never leave a terminal unattended while logged on.

Computer Etiquette _____ (initial)

- Familiarize yourself with the proper use of the computer system. Watch the system login notices for timely updates and announcements.
- Manage the computer resources assigned to you wisely. In particular, keep your disk directories cleaned up by archiving and deleting files you no longer need.
- Notify the system manager whenever you have problems using any feature of the system. Do not assume that the system manager is already aware of the problem.

Note: Incomplete forms can not be processed. Check that you have completed all appropriate information and initialed each of the above statements. Return the completed form to PNL at the address shown below.

EMSL Customer Service Center - Mail Stop K1-87
(509) 375-2310 or fax (509)375-6631
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P.O. Box 999
Richland, WA 99352