

**SAM HOUSTON STATE UNIVERSITY**  
**Non-Disclosure Agreement**

I understand that my access to data, information, contracts and/or agreements, and records (all hereinafter referred to as Information) maintained in the manual and automated information and records systems of Sam Houston State University (all hereinafter referred to as Information Technology Resources) is limited to my need for the Information in the performance of my job duties.

By my signature below, I affirm that I have been advised of, understand, and agree to the following terms and conditions of my access to Information contained in SHSU Information Technology Resources.

1. I will use my authorized access to Information Technology Resources only in the performance of the responsibilities of my position as a member of the University's faculty, staff, student workers, contractors, volunteers, vendors, temps, etc.
2. I will comply with all controls established by the University regarding the use of Information maintained within Information Technology Resources. I will NOT attempt to circumvent the computer security system by using or attempting to use any transaction, software, files or resources I am not authorized to use.
3. Computer system passwords I receive or devise are confidential. I will NOT disclose any password or post them where they may be viewed by others; this includes a coworker, manager, supervisor, friend, partner, administrative assistant, or others. Use of a password not issued specifically to me is expressly prohibited. I am responsible for any computer transaction performed as a result of access authorized by use of my password.
4. I will use information technology resources for authorized purposes only.
5. I will exercise care to protect Information against accidental or unauthorized access, modifications, disclosures, or destruction.
6. I will not disclose this information in any manner of communication, e.g. by file transfer, through written or oral communication, through the unauthorized forwarding of email, or by other means of disclosure without proper authorization.
7. When discussing Information with other employees in the course of my work, I will exercise care to keep the conversation private and not overheard by others who are not authorized to have access to such Information.
8. I understand and agree that my obligation to avoid such disclosure will continue even after I leave the employment of Sam Houston State University.
9. Any copyrighted material, including but not limited to commercial computer software, which may be made available, is protected by copyright laws and is NOT to be copied for any reason without permission from the copyright owner.
10. I understand that any violation of this Agreement or other University policies related to the appropriate release or disclosure of Information may result in one or more sanctions including immediate termination of my access to Information Technology Resources, disciplinary action up to and including dismissal from employment, criminal penalties, or civil liability.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ SHSU ID: \_\_\_\_\_