United States Department of the Interior

DI-4002: Rules of Behavior for Computer Network Users

As a DOI computer network user, you must understand and agree to these rules of behavior prior to being granted access to the DOI computer network which will provide you internet and intranet connectivity, electronic mail, network file storage, and network printing capability. You are accountable for your actions and responsible for the security of DOI information. Upon being granted access to DOI information resources, you will be held responsible for damage caused to DOI information either through negligence or a willful act. Failure to follow these rules will result in disciplinary action up to and including termination of employment in addition to applicable legal action.

The required annual *Federal Information Systems Security Awareness + Privacy & Records Management* training provides the guidance needed for users to fully understand these rules and their responsibilities. You may also visit the *Rules of Behavior for Computer Network Users Reference Guide* website for additional guidance and examples: http://www.doi.gov

As a DOI computer network user, I will:

1. Successfully complete the initial and annual *Federal Information Systems Security Awareness + Privacy & Records Management* training;

2. Handle and retain all system outputs in accordance with information classifications and records management requirements;

3. Ensure the security of Government information, equipment, keys, and my DOI Access card;

4. Not attempt to access information or information systems for which access has not been authorized;

5. Not share passwords and/or my DOI Access card personal identification number;

6. Not use Government information, equipment, keys and/or my DOI Access card for activities that are illegal and/or inappropriate;

7. Consent to monitoring and have no expectation of privacy when using Government computer equipment and/or the DOI computer network;

8. Not attempt to install software onto Government computers;

9. Not attempt to connect personal devices or other unauthorized computer equipment to the DOI computer network without appropriate authorization;

10. Not post Government information on external websites or services without prior appropriate authorization;

11. Not attempt to alter and/or disable Government computer configurations and security settings without prior appropriate authorization;

12. Immediately report suspected computer security incidents and provide full cooperation in accordance with your Department, Bureau or Office incident response procedure.

I have read, understand, and agree to abide by the *Rules of Behavior for Computer Network Users*. I understand that failure to abide by these rules of behavior will result in disciplinary action.

User Name: _____

User Signature: _____

Bureau/Office/Company: _____

Date: _____

(If using a paper version of this course, retain a copy of your signed Rules of Behavior for your records and provide the original, signed copy to your supervisor.)

Last Updated: 11/04/2014