



## NON-DFPS STAFF COMPUTER SECURITY AGREEMENT

**Purpose:** Persons requesting access to DFPS clients and resources who are not DFPS employees must complete this form to signify that they agree to abide by the DFPS computer security guidelines documented in the DFPS Information Security Standards.

**Directions:** The non-DFPS user obtains this form from a DFPS sponsor, completes it, and returns it to the DFPS sponsor.

### PERSONAL AND AGENCY INFORMATION

Name:	Division/Region:	Unit:	Mail Code:
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I acknowledge that, as an authorized user of the Texas Department of Family and Protective Services (“DFPS” or “Department”) network, I have access to confidential and sensitive information. I understand that certain information contained in Department files is of a personal nature and that some information is considered confidential under law. I will treat this information as confidential and use this information with discretion in accomplishing my assigned job responsibilities. I will comply with Department guidelines on confidentiality and management of Department information by disclosing this information to DFPS employees and other individuals only to the extent that it is specifically authorized under Department information management procedures. If at any time a question or problem arises with regard to the release of information, I will not release any information until I am so authorized by my supervisor. Under no circumstances will I access confidential information for any purpose other than in the performance of my assigned job duties.

I understand that in performing my assigned duties with DFPS, I may receive user identification codes (USERIDs) and/or passwords (also known as security codes) for the DFPS computer network. I understand that any issued USERIDs and/or passwords are for official state-approved business only. I understand that the USERIDs and/or passwords are to be used only by me, and that I am not to disclose any security codes to anyone or allow anyone including other Department employees to use my USERIDs and/or passwords. I understand that I am responsible for any actions done under my USERID and therefore must not allow anyone to access the network under my USERID. I agree to change all passwords if I think my password has been compromised.

I understand that the Internet is to be used as a Department resource and is provided as a business tool to be used for Department-related research, professional development, and communications. Limited personal use of Internet resources is acceptable as long as it occurs during personal time (lunch or other breaks), is not excessive or inappropriate, and does not result in any expense to DFPS.

I understand that I am prohibited from changing any software (including, but not limited to operating system instructions and applications) that reside on any DFPS system or automated storage medium unless the change is authorized by my supervisor. I further understand that I am prohibited from altering any data or database other than that which is specifically authorized and needed by me in order to perform my job functions.

I understand that I may have access, either through the Department network systems, a local area network (LAN), or a stand-alone PC, or other computing device, to public information access and exchange systems (e.g. Internet). I understand that it is a violation of department policy and that I am subject to disciplinary action, up to and including termination, for using DFPS equipment to access unauthorized information or services or for publishing any statements or releasing any information in any form, through a DFPS “address” if such access is not authorized by appropriate management.

I understand that, if I use agency information in a manner not authorized by the Texas Department of Family and Protective Services or contrary to law, I may be subject to disciplinary action up to and including termination, and/or prosecution under any applicable statutes.



**STAFF RESPONSIBILITY**

I will comply with the agency's security protocols as communicated to me by DFPS.

I will not use, load, install, or operate shareware or freeware or other software that has not been formally acquired, licensed, and/or authorized by DFPS. I will not install on the LAN any software not formally approved by DFPS. I understand that improperly accessing or using a data security system is a crime under Chapter 33 of the Texas Penal Code (Computer Crimes). Offenses range from a Class B misdemeanor through a felony of the first degree, depending on the offense.

I recognize that DFPS is licensed to use its computer software by a variety of vendors. I understand that DFPS does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it. I also understand that with regard to using software on local area networks or on multiple machines, employees must use the software only in accordance with the license agreement.

**Access:** A password should NEVER be shared with any other employee.

Texas Penal Code, § 33.02 Breach of Computer Security, states:

(a) A person commits an offense if the person knowingly accesses a computer, computer network, or computer system without the effective consent of the owner.

**Network Security/Access Forms:** An DFPS eMAC request must be submitted by a manager for access to the DFPS network.

The HHSC Network Security/Access Form (Form 4743) must be completed for access to any HHSC maintained and operated network or application.

Any questions about security should be directed to the **DFPS IT Security** email address at [itsecur@dfps.texas.gov](mailto:itsecur@dfps.texas.gov)

I have read this Form 4047, related to information security and data confidentiality in its entirety. I understand that if I have any questions or problems, I should immediately contact my supervisor. I understand that failure to follow the DFPS policies and procedures, as well as the laws of the State of Texas may result in loss of access to the computer system(s), disciplinary action, which may include termination, and criminal prosecution.

Signature: <b>X</b>	Date Signed:
Signature of DFPS sponsor: <b>X</b>	Date Signed: