



**Policy Type:** Administrative

**Category:** Information Technology

**Policy Name:** Information Technology User Responsibility Statement

**Policy Owner:** Technology Services and Solutions

### **Policy Purpose**

The purpose of this policy is to provide County employees with the [Information Technology User Responsibility Statement](#).

### **Policy Summary**

The County's [Information Technology User Responsibility Statement](#) specifies the responsibilities and obligations associated with being granted access to the County's information technology (IT) resources and networks.

The **Information Technology User Responsibility Statement** must be read and signed by all individuals who are being granted such access, including County employees, contractors, consultants, and unpaid volunteers. In addition, the Remote Access portion of the **Information Technology User Responsibility Statement** must be signed by all individuals who require access to County IT resources and networks using remote access technologies, such as dial-up modem, DSL/cable modem (Internet), and Virtual Private Network (VPN).

### **Procedures**



See the [Information Technology User Responsibility Statement](#). The **Information Technology User Responsibility Statement** can be found online at <https://iservices.sccgov.org/sccurds>.

### Definitions

None.

### Frequently Asked Questions

None.

### Related Policies

- E-Mail Policy – Board Policy 3.36 - <https://saecommon.sccgov.org/countypolicy/Board-Policy-3.36-E-Mail-Policy.pdf>
- Information Security Policies - <https://saecommon.sccgov.org/countypolicy/Information-Technology-Security-Policies.pdf>
- Internet Usage Policy – Board Policy 3.37 - <https://saecommon.sccgov.org/countypolicy/Board-Policy-3.37-Internet-Usage-Policy.pdf>

### Related Forms and Information

- Information Technology User Responsibility Statement (DocuSign) – <https://iservices.sccgov.org/sccurds>



- Information Technology User Responsibility Statement (PDF) –  
[url]/sites/policies/FormsrelatedtoPolicies/IT-User-Responsibility-Statement.pdf
- Mobile Device Activation Request Form -  
[url]  
/sites/forms/it/\_layouts/15/WopiFrame.pdf?sourcedoc=/sites/forms/it/ITCountywideForms/Mobile\_Device\_Activation\_OWA\_Request.docx
- Personally Owned Device Signature Form -  
[url]/sites/policies/FormsrelatedtoPolicies/Personally-Owned-Device-Signature-Page.pdf
- Remote Access Request Form -  
[url]/sites/forms/it/ITCountywideForms/ClaraNet Remote Access Request Form.pdf
- Remote Access Signature Page Form -  
[url]/sites/policies/FormsrelatedtoPolicies/Remote-Access-Signature-Page.pdf

**History**

Date	Changes Made
3/5/2020	Updated link to Remove Access Request Form. (Kyle Larson)
10/5/2017	Updated links for IT User Responsibility Statement. (David Bruno)
3/03/2014	Policy Uploaded. (Kyle Larson)