

OneCard Employee Agreement

In order to fulfill its mission of providing OneCard support to our students, faculty, and staff, Swarthmore College's OneCard Services department must grant privileged access to the College's electronic information systems to its employees.

This access imposes the responsibility and obligation upon the OneCard employee to use the systems in an ethical, professional, and legal manner that is strictly within his or her authorized job functions.

Swarthmore College is committed to advancing the ethical and responsible use of all computing resources, and will not tolerate illegal, dishonest, improper, or irresponsible use.

In exchange for the privileges granted to me as a OneCard employee, I agree to abide by the following standards:

1. To take every reasonable precaution to prevent unauthorized access to any passwords, user identifications, or other information that may be used to access the systems.
2. To limit access to information contained in or obtained from the systems to authorized persons.
3. To treat all user information as confidential.
4. To seek guidance from my OneCard Services and/or Auxiliary Services supervisor whenever I am unsure of the correct decision regarding appropriate use, confidentiality, or access, and do so BEFORE I take any action on the support issue in question.
5. Not to share, record, transmit, alter, delete, or in any way alter information in these systems except when required to perform my duties.
7. To observe the College's policies on student conduct and academic honesty and acceptable use of technology.
8. To report any incidents of non-compliance with the terms of this agreement to my OneCard Services supervisor and/or Auxiliary Services supervisor.

This agreement applies to ALL electronic systems owned or operated by the College, which may include, but are not limited to, desktop systems, Banner, e-mail systems, file servers, CBORD, and the local and wide area networks.

Swarthmore College considers any violation of these standards to be a serious offense.

I understand that if I should violate this agreement, I may be subject to disciplinary action up to and including termination of my employment and/or dismissal from the College.

Employee Signature Date

Employee Print Name Date

Director Date

Executive Director of Auxiliary Services Date

Cc: Human Resources