

Cy-Fair Sports Association Use of Network & Information Technology Agreement

Use of the Cy-Fair Sports Association (CFSA) Systems requires responsible judgment, supervisory discretion and compliance with applicable laws and regulations. Users must be aware of information technology security and other privacy concerns. Maintaining the security of information stored, processed, displayed and/or transmitted in CFSA owned applications and Software as a Service (SaaS) applications (i.e. Sports Pilot, QuickBooks and Office 365) is a responsibility share by all users of those systems. All users have certain security – related responsibilities to protect CFSA information from unauthorized access, modification, disclosure, or destruction to include but not limited to data breaches.

Conditions for connecting to the CFSA Network and Access Granted to SaaS systems.

As a condition of using the CFSA network, IT infrastructure, SaaS application, and its associated information and data, the individual agrees to all of the following (please initial each condition):

_____ I have received approval from a CFSA authorized official to use the network, IT infrastructure and/or information and data to include but not limited to SaaS applications.

_____ I have read and understand the following: CFSA Acceptable Use Policy, CFSA Cloud Computing Policy and CFSA Information Security Policy. These policies are available at CFSA IT.

_____ I will use the network, IT infrastructure and/or information and data in accordance with all CFSA policies and associated laws applicable to the type of information stored, processed, displayed and/or transmitted thereof.

_____ I will immediately report any security related incident to the VP of IT if the computer device that contains CFSA “Official Use” or “Confidential Data” is lost, stolen, or compromised.

_____ I will not allow unauthorized individuals to access and/or obtain CFSA owned “Official Use” and “Confidential Data.”

Application & System Access Policy

_____ I will not access, or exceed authorized access, and/or obtain information from any system in which I do not have authorization.

_____ I will protect and will not distribute the authentication mechanism i.e. passwords, or token information used to access CFSA owned IT computing resources.

_____ I will install an approved personal firewall, and anti-virus software on the computing device or any other equipment use to access the network, IT infrastructure and/or information or data.

_____ I will update and install the patches for the personal firewall, anti-virus software, and the operating system on a daily basis.

_____ I will lock the screen when not in use.

_____ I understand that using the CFSA owned network, IT infrastructure and/or information is a privilege and can be withdrawn at any time due to misuse or noncompliance of this agreement.

_____ Upon termination and/or term expiration, I will immediately remove all CFSA "Official Use" and "Confidential Data" from non CFSA owned computing systems and device(s).

By signing this form I agree to maintain confidentiality of all information obtained and/or have access to in the course of my tenure with CFSA. This includes, but not limited to, financial, technical, proprietary information of the organization and personal and sensitive information regarding players and coaches as defined under HIPAA, PCI, COPPA, CIPA protection laws. Furthermore, I understand that CFSA's management reserves the right to revoke the system privileges of my access at any time and has the right to monitor, inspect, and/or search at any time all CFSA's Information Systems that I have access too. By typing my initials, name and date into the required fields I understand that this constitutes a legal signature confirming that I acknowledge and agree to the above Terms of the Agreement.

User: _____ Date: _____
(Print Name)

User: _____ Date: _____
(Signature)

Revision History

12/23/15 Document created, Will Morse
03/03/16 Document reviewed, Scott Huntsman