

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
AGREEMENT FOR ACCEPTABLE
USE POLICY FOR COUNTY INFORMATION TECHNOLOGY RESOURCES**

As a Los Angeles County, Department of Mental Health user of County information technology resources including computers, networks, systems and data, I understand that I occupy a position of trust. I will use County information technology resources for County management approved business purposes only and will maintain the confidentiality of the County's business and Citizen's private data. As a user of the County's information technology resources, I agree to the following:

1. Computer Crimes: I am aware of California Penal Code 502(c) - Comprehensive Computer Data Access and Fraud Act (Attachment III). I will immediately report any suspected computer misuse or crimes to my Management.
2. Security Access Controls: I will not subvert or bypass any security measure or system that has been implemented to control or restrict access to computers, networks, systems or data. I will not share my computer identification codes (login ID, computer access codes, account codes, IDs, etc.) or passwords.
3. Approved Business Purposes: I will use the County's information technology resources including computers, networks, systems and data for County management approved business purposes only.
4. Confidentiality: I will not access or disclose any County program code, data, information or documentation to any individual or organization unless specifically authorized to do so by the recognized information owner.
5. Computer virus and malicious code: I will not intentionally introduce any malicious software including computer virus, worms or malicious code into any County computer, network, system, or data. I will not disable or delete computer malicious software protection including virus detection and eradication software on County computers, servers, and other computing devices.
6. Offensive materials: I will not access or send any offensive materials, e.g., sexually explicit, racial, harmful, or insensitive text or images, over County owned, leased or managed local or wide area networks, including the public Internet and other electronic mail systems, unless it is in the performance of my assigned job duties, e.g., law enforcement. I will report to my supervisor any offensive materials observed by me or sent to me on County systems.
7. Public Internet: I understand that the Public Internet is uncensored and contains many sites that may be considered offensive in both text and images. I will use County Internet services for approved County business purposes only, e.g., as a research tool or for electronic communication. I understand that the County's Internet services may be filtered but in my use of them I may be exposed to

offensive materials. I agree to hold the County harmless should I be exposed to such offensive materials. I understand that my Internet activities may be logged, are a public record, and are subject to audit and review by authorized individuals.

8. Electronic mail and other electronic data: I understand that County electronic mail (e-mail) and data, in either electronic or other forms, are a public record and subject to audit and review by authorized individuals. I will comply with County and DMH e-mail use policy and use proper business etiquette when communicating over e-mail systems.
9. Intellectual property: I will not copy any intellectual property including copyrighted material, licensed software or documentation, or other materials protected by trademarks except as permitted by the license agreement.
10. Disciplinary action for non-compliance: I understand that my non-compliance with any portion of this Agreement may result in disciplinary action including my suspension, discharge, denial of service, cancellation of contracts or both civil and criminal penalties.