



Office of Human Resources & Equal Opportunity

Computer Usage Acknowledgement Form

I certify to the best of my knowledge that all computer use under this account number will be for CCU administrative purposes. Administrative purposes include all instructional, research and departmental usage supported by Coastal Carolina University. This does not include consulting for state or private agencies in any form. Any use of computer facilities other than for administrative purposes must be reported to Information Technology Services prior to usage, and arrangements made to reimburse the University for such usage. Any other such usage or unauthorized use of computer's accounts may be prosecuted as fraudulent use of state resources. Passwords must be kept strictly confidential. Users' accounts will be revoked upon violation of this policy.

I acknowledge that the Family Educational Rights and Privacy Act of 1974(FERPA) and University policy restrict the release of student information. Student and employee information accessed through Datatel screens or printouts is available only to University faculty and staff when required for the performance of their job duties. Written administrative authorization is required to obtain data access prior to account establishment. Federal law prohibits release to any other individual without written consent of the student or employee.

Failure to comply with the aforementioned may result in disciplinary action up to and including dismissal from employment with the University.

I agree to use all Coastal Carolina University computer systems in accordance with University policy. Copies of the computer usage policies and procedures are available from Information Technology Services or on the Coastal Carolina University home page at www.coastal.edu.

Signature: _____

Date: _____

Printed Name: _____