



Acceptable Use Agreement

I understand that my user identification and password combination is my means of access to the Arizona Department of Transportation's (hereinafter referred to as the Department) electronic information systems and that I am accountable for all actions I undertake with my User ID. I further understand that I am bound and agree to abide by all applicable federal laws, state laws, statewide and Department policies. I also agree that I will not:

1. reveal my Department password(s) to anyone;
2. use another person's Department password(s);
3. ask another person to reveal their Department password(s);
4. reveal Department data to any person or entity unless in conjunction with state business;
5. attempt to or access Department data not related to my job duties.

I understand there shall be no unauthorized duplication or distribution of software on Department electronic computer equipment. This includes the duplication or distribution of software licensed to the Department for private use or for sale to third parties. I understand the performance of such unauthorized duplication or distribution shall be subject to civil and criminal penalties under both state and federal statutes.

I have read and understand the following Department policies:

- [Electronic Equipment \(ITM-5.01\)](#)
- [Email \(ITM-8.01\)](#)
- [Internet \(ITM-4.01\)](#)

I agree to comply with all terms and conditions of these policies. All state owned information and technology resources including access to electronic equipment, email and the Internet are furnished by the Department for use in conducting state business. The Department does not tolerate improper use of its information and technology resources. Any such improper use shall result in disciplinary action up to and including termination of employment (employee) or contract termination and disqualification from future work (consultant/contractor). In addition, such improper use may result in the initiation of legal action (civil or criminal), or notifying appropriate law enforcement authorities for further action. I understand the Department reserves the right to monitor and log all network activity, including electronic equipment, email and Internet use with or without notice. I have no expectation of privacy in the use of these resources.

I have read and understand Arizona Revised Statute 38-448 (State employees; access to internet pornography prohibited; cause for dismissal; definitions) and agree to comply with all terms and conditions. I agree not to utilize ADOT computer equipment to access, forward, print or store pornography.

By signing below, I confirm that I have read this agreement, understand it, and agree to comply with its terms and conditions including all statutes, rules, and policies referenced above.

Signature

Print Name

Date