IT Policy for Teleworking in conjunction with Flexible Work Agreement Application

All remote work must adhere to the university’s requirements for data security and as well as the IT user's privileges and responsibilities policy and information security requirements outlined in the Keep Teaching and Working guide. In particular, all remote workers must agree to:

- At no time provide their password to anyone, including family members. Note that Help Desk employees will never ask for a Remote User's password. Lock your workstation before leaving your workstation unattended, even you expect your time away to be brief.

- Abide by Data Handling Guidelines for protecting and controlling sensitive or restricted information in hardcopy and electronic format.

- Understand and abide by the University's Information Technology Users' Privileges and Responsibility Policy. Work with your supervisor to consider these privileges and responsibilities when establishing use of this remote work agreement.

- Follow the Data Management Procedures and Governance Structure, Authentication And Access Control Standards and any additional guidelines issued by my department or Information Technology.

- Understand and adhere to the Technology Data Management Procedures and Governance Structure.

For additional support, contact the Technology Help Desk online or by phone (765)285-1517.