

City of Wichita Non-Employee Information Technology Usage Agreement

Anyone that is not a City of Wichita employee who will access city information technology in the course of work (“Non-employee personnel”) are required to sign this document before accessing any City of Wichita information technology system. “Information technology” is defined to include any computer, network, Internet access, electronic mail or voice message system, facsimile device, or any other electronic system used by the City of Wichita.

1. Non-employee personnel have no expectation of privacy in any electronic communications, in the use of City of Wichita property, or while accessing the Internet. The City of Wichita reserves the right to review, audit, or monitor the use of any information technology by non-employee personnel.
2. Non-employee personnel shall access electronic systems only with accounts authorized by the City of Wichita’s Chief Information Officer (CIO).
3. Non-employee personnel may access only those resources for which they are specifically authorized.
4. Non-employee personnel are personally responsible for safeguarding their account and log-on information. Passwords shall adhere to the City of Wichita policy requirements.
 - a. Passwords shall remain confidential.
 - b. Passwords shall be changed as policy requires.
 - c. Passwords may never be displayed, printed, or otherwise recorded in an insecure manner.
5. Non-employee personnel are not permitted to script user IDs and/or passwords for log-on access.
6. Non-employee personnel are not permitted to allow any other person to log on to any computer utilizing the non-employee’s personal account (if provided by the City of Wichita), nor is any non-employee permitted to utilize someone else’s account to log on to a computer.
7. Non-employee personnel may not leave a workstation logged onto the network while away from the workstation. Non-employee personnel may choose to lock the workstation rather than logging off when leaving for periods less than 30 minutes.
8. Non-employee personnel may execute only applications that pertain to the specific work for which they or their firm were contracted or subcontracted by the City of Wichita or its contractor(s).
9. Non-employee personnel shall promptly report log-on problems or any other computer errors to the Helpdesk (316-268-HELP).
10. Non-employee personnel shall promptly notify the City of Wichita IT/IS Department if they have any reason to suspect a breach of security or a potential breach of security.
11. Non-employee personnel shall promptly report anything that they perceive to be a security loophole or weakness in the city’s computer network to the City of Wichita IT/IS Department.
12. Non-employee personnel shall not install or use any type of encryption device or software on any City of Wichita hardware, which has not been approved in writing in advance by the City of Wichita CIO.
13. Non-employee personnel shall not attach any device to the City of Wichita network without prior written approval.
14. Non-employee personnel may not remove any computer hardware, data or software from a City of Wichita building for any reason, without prior written approval from the CIO.
15. Non-employee personnel shall not delete, disable, or bypass any authorized encryption device, anti-virus software or other software program, installed on City of Wichita hardware.
16. Non-employee personnel shall not attach any network or phone cables to any City of Wichita device without written approval from the CIO.

17. Non-employee personnel may not copy any data and/or software from any City of Wichita resource for personal use.
18. Non-employee personnel may not utilize City of Wichita computer systems or networks for any of the following reasons:
 - a. Game playing;
 - b. Internet surfing not required for their work activity;
 - c. Non-related work activity; or
 - d. Any illegal activity.
19. When downloaded files from non-City resources are required for the work contracted by the City of Wichita, non-employees shall contact City of Wichita IT/IS personnel for permission and assistance to access and acquire the files.
20. Non-employee personnel are prohibited from intercepting or monitoring network traffic by any means, including but not limited to the use of network sniffers, unless authorized in writing in advance by the CIO.
21. Non-employee personnel may not disclose any City of Wichita computer information to anyone except other non-employee personnel who require the information to complete authorized tasks and who have signed this agreement. “Information” is defined to include, but is not limited to: IP addresses, security configurations, protocols, equipment locations, etc.
22. All data storage media belonging to non-employee personnel and used during the course of work performed for the City of Wichita shall be erased or destroyed prior to disposal.
23. Non-employee personnel may not remove, modify, erase, destroy or delete any computer software without the written approval in advance of the CIO.
24. Non-employee personnel shall not attempt to obtain or to distribute City of Wichita system or user passwords.
25. Non-employee personnel shall not attempt to replicate, to obtain or to distribute door passcodes/passkeys to secured rooms at any City of Wichita facility for which they are not authorized.
26. All equipment issued to non-employee personnel will be returned in good condition to the City of Wichita upon termination of the City of Wichita/non-employee contractual relationship or completion of the work.
27. Non-employee personnel may not use City of Wichita information technology to send or receive illegal, threatening, obscene, abusive or sexually explicit communications.
28. Non-employee personnel are prohibited from causing the City of Wichita to break copyright laws.
29. Use by non-employee personnel of any City of Wichita information technology will imply acceptance of these policies. Any non-employee who violates any of these policies shall be subject to disciplinary action and may be subject to Kansas civil and criminal liability. Disciplinary action may include the City of Wichita requesting the non-employee’s demotion, suspension or termination as well as the non-employee’s removal from the project.
30. With the clearance of the Wichita Police Department, non-employees may have access to criminal history record information. Misuse of this information may subject the offender to Kansas’s civil and criminal penalties, and a fine not to exceed \$11,000.
31. Non-employee access to Municipal Court records, other documents, and reports require the approval of the Clerk of the Court.

Non-employee personnel’s signature

Date

Company’s/Agency’s name, printed

Non-employee personnel’s name, printed

Purpose – reason you are signing the form

Modified Date: 08/03/2011

City of Wichita IT/IS Approval