Print Form

COLORADO DEPARTMENT OF TRANSPORTATION

NON-CDOT COMPUTER NETWORK ACCESS AGREEMENT

This form is to be used to request network access for non-CDOT computers. Fax this completed form to **1-800-947-0260** and have the computer available for inspection at least one business day prior to connecting the computer to the network. Please call the Help Desk at (303)757-9317 if you have questions.

CONSULTANT OR VENDOR INFORMATION (*Complete all fields in the following section with current information.*)

Last name	First name	MI

Company	Email address	Primary phone number	Cell number

Street address (permanent work location)	City	State	Zip

CDOT Street address	Building	Room number	Port number

Duration of request

Reason for network access

Computer Check (To be performed by the Help Desk)

Computer Type:_____
MAC Address:_____
Antivirus Software (must be either Norton or McAfee):_____
Antivirus Software Version:_____
Antivirus Last Update (must be within 1 week):_____
Antivirus Date of Last Scan (must be within 3 days):_____

Restricted Software Check
- Add/Remove Programs **Yes / No**
- Programs Menu: **Yes / No**

Wireless
- Does the customer have a wireless card? **Yes / No**
- Is "Network to Access - Computer-to-computer (ad hoc)" selected? **Yes / No**
- *If it is, choose "Access Point" or "Any available network". Inform the customer that they cannot have "ad hoc" enabled while on the CDOT network.*

CDOT Software installed:_____

_____

"My signature below certifies that I have read and agree to abide by the Policies and Conditions stated on the second page of this form."

Consultant or vendor signature	Print or type Name	Date

AUTHORIZATION

"My signature below certifies that the above applicant is under my supervision. I assume co-responsibility for ensuring this applicant adheres to the Information Interchange Acceptable Use Policy, and I am responsible for notifying the Help Desk to disable network access when the computer is no longer required to be on the CDOT network."

CDOT sponsor's signature	CDOT sponsor (print or type name)	Date
Infrastructure Operations Manager signature	IO Manager (print or type name)	Date

FOR HELP DESK USE ONLY

Processed by	Date

Information Interchange Acceptable Use Policy

Information Interchange Policy:

The Information Interchange provides computing and phone services to all authorized CDOT employees for the efficient, productive operation and management of CDOT functions. The integrity of the organization's data is of prime importance. The following terms and conditions are intended to protect CDOT's information and communications from unauthorized access, in accordance with the State of Colorado Cyber Security Policies. **Issuance of your account is predicated upon your acknowledgement, acceptance and adherence to these items.**

Terms and Conditions:

- Any work required or loss of data due to breaches of security or infection of the CDOT network by malicious software including viruses, Trojan horses, malware, etc. **shall be charged back to the consultant or vendor at an hourly rate.**
- CDOT's information or communication systems must be used in a responsible, lawful and ethical manner. Usage for personal or unauthorized activities is strictly prohibited and could result in criminal prosecution under applicable state and federal laws. CDOT's information technology, Internet access and communication systems must be used solely for purposes that serve CDOT's mission and goals, and must be accessed only with a valid computer account or long distance access code.
- You should have no expectation of privacy, rights or ownership in anything you may access, create, store, send, or receive within CDOT's network. This application constitutes your waiver, and consents to monitoring, retrieval and disclosure of any information in this network, for all purposes deemed appropriate by CDOT, including the enforcement of agency rules.
- Be aware that the IT Office creates an audit log detailing every inbound and outbound connection made to the Internet, or through the phone system.
- The Help Desk assigns unique usernames and passwords to each account holder. You may not share your password with any other individual. Passwords must be a minimum of 8 characters long and expire on a regular basis. You will therefore be required to reset your password on a periodic basis and must assume full responsibility for the security of your password.
- Access codes for long distance dialing are issued to authorized employees and must be kept private. Sharing of long distance access codes is prohibited.
- You must be responsible when using information and communication systems, and not take any action that interferes with voice or data network operations or with the work of other network users.
- You are responsible for the secure handling of sensitive personnel, financial and/or security related information you may be authorized to handle, and conform to the Colorado Cyber Security Policies for Data Handling and Disposal.
- Accessing, viewing, downloading, e-mailing, or storing pornography is strictly prohibited. Pornography is considered sexual harassment at CDOT and will not be tolerated.
- Downloading or installing software that has not been approved by the IT Office is prohibited. Software must be used in accordance with applicable licensing. Installing software without a valid license is prohibited.
- Transmission of material in violation of any state or federal law or regulation is prohibited.
- Dissemination of information regarding CDOT's network, network topology, network addressing or hardware is prohibited.
- Unauthorized activities that could compromise the Department's systems or data are strictly prohibited, including: network scanning (sniffing), vulnerability scanning, security testing, and password cracking.
- Attempts to defeat security mechanisms are treated as a security incident and are potentially subject to civil and/or criminal penalties. You should report to your CDOT sponsor, any observed attempts by others to defeat security mechanisms.
- You are responsible for maintaining full and up-to-date virus protection on any microcomputer used to access the Information Interchange network. All downloaded files must be isolated and checked for known viruses before use.
- The reliability of Internet access, Internet e-mail and external voice communication depends on the configuration and availability of systems beyond CDOT's network. Therefore problems affecting these services may be outside the control of the IT Office or the Colorado Department of Transportation.
- Only Windows Vista, XP or 2000 operating systems will be allowed on the network.
- Computer must use either Norton or McAfee antivirus software.
- The ITO reserves the right to refuse network connectivity.

E-mail Terms and Conditions:

- You must use CDOT e-mail solely for business-related communications. Abuse of e-mail may lead to suspension of your computing privileges and possible disciplinary action.
- E-mail to a large number of accounts at one time is not allowed without prior permission. Employees without system-wide distribution privileges may submit messages to the Help Desk or Public Announcements for widespread distribution.
- You can attach documents and other objects to Internet messages. To control network traffic however, do not attempt to transfer messages or attachments larger than 10MB (aggregate.)
- Chain mail is prohibited within CDOT. Please do not forward chain letters, games, virus alarms, or solicitations for donations. These are non-productive in the CDOT work environment.
- Do not use your CDOT e-mail address for non-related business activities such as receiving correspondence from commercial websites, participating in news groups, instant messaging, or any other activity resulting in receiving non-business related e-mail.

Statement of Understanding:

I've read the above Acceptable Use Policy and agree to abide to the terms and conditions. I understand that any violation of these Terms and Conditions may result in suspension and/or termination of my access to Information Interchange and/or the Internet. In addition, the IT Office may make recommendations to the Director of the Division of Human Resources and Administration for further personnel actions. Restored access to Information Interchange will require written explanation along with signature approval from the user's Division Head or Region Transportation Director.

Consultant Signature: _____