Rules of Behavior for ALL Users
on AASuccess Networks & Systems

AASuccess is responsible for ensuring that an adequate level of protection and security is afforded to its information technology (IT) resources. The requisite level of protection and security is accomplished through an appropriate mix of technical, administrative, and managerial controls, including written guidance. Because written guidance cannot cover every contingency, the following Rules of Behavior are provided to further stipulate the responsibility of ALL users on AASuccess networks and systems.

AASuccess must protect information security by properly identifying Members, Employees, Volunteers, Partners, Affiliates, or Contractors eligible as users of AASuccess' IT resources. ALL users must understand that these Rules of Behavior are based on Federal laws and regulation and, as such, there are consequences for violation of these rules. Depending on the severity of the violation, at the discretion of AASuccess Management and with due process of law, consequences can include: reprimand; removal of access privileges; suspension, demotion, or termination from work; and/or criminal and civil penalties.

Rules of Behavior

Members, Externs, Interns Students Employees, Volunteers Partners, Affiliates or Contractors of AASucces must understand that, when using AASuccess' IT resources, all are personally accountable for their actions and must:

1. Protect data in accordance with the Privacy Act of 1974;
2. Protect confidential information from disclosure to unauthorized individuals or groups;
3. Acquire and use confidential information only in accordance with the performance of my official duties;
4. Dispose of confidential information contained in hardcopy or softcopy, as appropriate;
5. Ensure that confidential information is accurate and relevant for the purposes which it is collected, provided, and used;
6. Protect my access codes and/or passwords from disclosure;
7. Report security incidents and vulnerabilities to the AASuccess IT Support Team;
8. Comply with the provisions of copyrighted software by not infringing upon or compromising (copy, distribute, manipulate, etc.) software on AASuccess' networks and systems;
9. Ensure that all changes to components and data on such networks and systems are done via approved configuration control procedures;
10. Use AASuccess equipment in accordance with the organization's established policies and procedures.

AASuccess reserves the right to terminate or suspend a person's access and use of its IT resources, without notice, if there is a violation of these Rules of Behavior.