UALR INFORMATION TECHNOLOGY SERVICES

BOSS Time-out Exception

Need help? Call 501.916.3011 or email itservices-help@ualr.edu.

User Information

Full Name _____
(First, middle, and last name)

ID Number _____
(UALR ID)

Email _____
(@ualr.edu only)

Organizational Unit _____

Phone _____

Job Title _____

As a condition of being granted an exception to the time-out policy, I understand and agree to the confidentiality requirements outlined in this Agreement. I understand these confidentiality requirements and my responsibility to protect the security of information are applicable whether I am working from home or off-campus as well as at UALR facilities.

1. I will not leave my computer unattended with student or employee data clearly visible.
2. I will log off BOSS when I know that I will be away from my computer for an unreasonable period of time.
3. I will log off BOSS at the end of each day.
4. I will make a reasonable effort to protect the information on my computer at all times.
5. I will not divulge the contents of any record or report to any person except in the scope of employment and in accordance with applicable policies and procedures.
6. I am responsible for my assigned user ID and password and will not share it with anyone else.
7. I will not use another person's user ID and password.
8. Any violation or knowledge of a violation of this code must immediately be reported to the employee's supervisor or the UALR Network Security Officer.

I understand that any fraudulent application, violation of confidentiality or any violation of the above provisions may result in disciplinary action, including but not limited to loss of system and information access privileges, as well as other appropriate disciplinary measures.

My signature below indicates that I have read, accept, and agree to abide by all of the terms and conditions of this Agreement and agree to be bound by it.

_____   _____
User Signature   Date

_____   _____   _____
Dean (or equivalent) Signature   UALR ID   Date