



Division of Business Services Computer Usage Agreement

Employees using UW-Madison IT resources are fully obligated to comply with [Regent Policy Document 25-3: Acceptable Use of Information Technology Resources](https://www.wisconsin.edu/regents/policies/acceptable-use-of-information-technology-resources/).
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Equipment/software provided by the state is for business use and will not be used for personal business or by persons other than the employee, unless personal use is specified in the licensing agreement (e.g., Microsoft Office).

Use of the computer will adhere to institution and UW-Madison security protocols including an automatic lock of credentials when there has been no activity for 15 minutes.

The employee understands that accessing the UW-Madison's networks, including for email usage, with a personal device should be avoided and may subject the personal device to review for purposes of record requests or management.

It is the employee's responsibility to ensure that all computer equipment is returned to the division on their last day of employment.

I have read [Regent Policy Document 25-3: Acceptable Use of Information Technology Resources](https://www.wisconsin.edu/regents/policies/acceptable-use-of-information-technology-resources/) and I agree to fully comply with the policy.

Employee's printed name

Employee's signature

Date