

<p style="text-align: center;">Nutrition Services Department of State Health Services</p>

Effective: October 1, 2015

Policy No. AUT:08.0

Computer Usage Agreement Policy

Purpose:

WIC information and information resources are valuable assets that must be protected from unauthorized disclosure, modification, use, or destruction. The purpose of the Computer User Agreement (CUA) is to assure that staff understand and adhere to all requirements concerning the use of WIC information resources.

Authority:

State Policy

Policy:

Local Agencies (LA) must ensure that information and resources maintain their integrity, confidentiality, and that their availability is not compromised. All LA Staff shall sign the Computer Usage Agreement (as defined below) documenting their acceptance of computer usage requirements.

Definitions:

Information resources - the procedures, equipment, and software that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information by LA staff to and from State Office.

Computer Usage Agreement (CUA) – a required form for staff to sign agreeing to adhere to state agency policies and procedures for the use of state resources. The link to the form is: http://hhscx.hhsc.state.tx.us/hr/HRM/HR_Forms/HR0314.pdf

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Procedures:

- I. All persons who access WIC systems through an assigned WIC issued User ID shall sign the Computer Usage Agreement located at the link below: http://hscx.hpsc.state.tx.us/hr/HRM/HR_Forms/HR0314.pdf Forms shall be signed prior to staff being granted new user accounts. Required fields include:
 - Name on all three pages
 - Agency on all three pages
 - Work Email Address, only if applicable, on all three pages
 - Work Phone Number on all three pages
 - Employee Initials on the bottom of the first and second pages
 - Date on the bottom of the first and second pages
 - Employee's Signature on the third page and
 - Date Agreement Signed on the third page
- II. The LA shall retain all signed Computer Usage Agreement forms to be available for audit/review. Refer to Records Retention **Policy GA:03.0**.
- III. LA Directors shall apply for new user accounts through the Automation Service Desk at 1-800-650-1328.
- IV. All LA Staff shall complete the state developed Security Awareness and Computer Usage training within 30 days of hire and annually thereafter. (Refer to **Policy TR:03.0**)