

EMUHSD ACADEMIC RECORDS MAINTENANCE SYSTEM (ARMS) ON-LINE ACCESS AGREEMENT

After agreeing to the following conditions, you will be given access to the EMUHSD ARMS website. This website is intended for authorized users only. ARMS users are an integral part in ensuring the ARMS security controls provide the intended level of protection.

Specifically, these controls are designed to:

- Protect the privacy and confidentiality of the data stored in the ARMS system.
- Ensure only authorized users access the system.
- Ensure users are uniquely identified when using the system.
- Connect actions taken to a specific user.
- Ensure users only have access to perform the actions required by their position.
- Ensure ARMS information is not inappropriately released.

By using this website, you are agreeing to comply with the following rules governing user access:

- Protect your logon credentials at all times.
- Never share your user ID and/or password with anyone.
- Avoid writing your password down (however, if you need to write your password down you must keep this information in a secure area).
- Avoid using the “remember password” feature in your local operating system.
- User will be logged off after 5 minutes of “no activity”.

In order to ensure security of the information on ARMS, the following guidelines should be considered:

- Log out if you are going to be away from your computer.
- Log out before you leave your computer unattended even for a short time.
- Reports containing student information should be removed from your desktop when you are away from your computer.
- If the access that you have been granted allows you access to more data than required to fulfill your job duties, it should be reported to appropriate personnel (Information Services).
- Do not disclose student information to any individual without a “need-to-know” for the information in the course of their business.

The following describe security items of which you should be aware and guard against:

- Snooping – accessing data outside of the course of performing job duties.
- Shoulder Surfing – using direct observation techniques, such as looking over someone’s shoulder to get information.
- Faxing – when faxing information from the website, call the recipient and let them know to go to the fax machine so they can pull it off right away so any sensitive information is not left lying around the office.

Name _____ Signature _____

Position _____ Site _____ Date _____