

7. **EXHIBIT A - USER ACKNOWLEDGEMENT**

A signed paper copy of this form must be submitted, as indicated in section 4.7 of the Information Technology Resource Policy, for authorization of a new user-ID and/or access to any Information Technology (IT) resources. An electronic acknowledgement must be completed for authorization of a change in privileges associated with an existing user-ID, or periodic reauthorization of an existing user-ID. The City will not accept modification to the terms and conditions of this agreement.

User Name (Printed): _____

User's Department: General Services Org# Animal Care

User's Business Telephone Number: 916-808-8166

User's Business Address: 2127 Front Street, Sacramento, CA 95818

I, the user, agree to take all reasonable precautions to assure the City's internal information, or information that has been entrusted to the City by third parties (such as customers), will not be disclosed to unauthorized persons unless required by law. At the end of my employment, appointment, or contract, with the City, I agree to return to the City all Information Technology Resources to which I have had access in order to do my job. I understand that I am not authorized to use any Information Technology Resource for non-employment related purposes, nor am I at liberty to provide any Information Technology Resource to third parties without the express written consent of the City Manager and/or designee.

I have access to a copy of the City's Information Technology Resource Policy (API #30). I have read and understand this policy and its relationship to my job. I understand and agree that violation of the City's Information Technology Resource Policy (API #30) may be grounds for discipline up to and including termination of my employment, and I agree to abide by the Policy as a condition of my employment. I understand that written Information Technology Resource Policies will be established for Information Technology Resources, in conjunction with this policy, and that the written policies will be made available by the Information Technology Department on the City's Intranet web site. Information Technology Resource policies will be updated and communicated to all users of the resource I understand and agree that it is my responsibility to read the policies and all updates as they become available, and I agree to be bound by and adhere to those policies. Printed copies of the current policies are available through the City's Information Security Office I understand that non-compliance may be cause for system privilege revocation, disciplinary action up to and including termination, as well as criminal or civil penalties.

I also agree to promptly report all violations or suspected violations of Information Technology Resource Policies and Guidelines to my supervisor, who shall notify the CIO or his or her designee.

User Signature & Date: _____