



NEW MEXICO  
**LAW OFFICES OF THE  
PUBLIC DEFENDER**

Chief Public Defender  
Bennett J. Baur

---

## Computer Information Systems, Internet and E-Mail Usage Policy

Employee Name (Printed): \_\_\_\_\_

Job Title (Printed): \_\_\_\_\_

Applicability: To be completed by all users of department computer information systems (employee and contractors) and filed with Human Resources in the official personnel file and with the Information Systems Manager.

### Information System Access

- I have read the attached document pertaining to proper usage of computer information systems, Internet, email and general information security. I fully understand these policies and agree to abide by them as a condition of employment.
- I understand that the user identifications and passwords issued to me allowing access to the various state and departmental information systems are confidential and are solely for my own use in carrying out my job responsibilities. I will not divulge, loan or in any way make this information available in any form to any other individual.
- I understand that files or programs I create for the department, on department time, or using department resources are the property of the department.
- I also understand that the department reserves the right to review, audit and inspect, at its discretion, files or material resident on computers, servers, hand-held, PDA's, laptops, and any other data storage devices or media owned by the department, even if protected by individual password. I further understand that the department's security and monitoring software may record email and every network and internet transaction from my department equipment or transmitted over department communication lines.
- I understand that the department reserves the release of state confidential information, the loss of information systems data, loss or damage of equipment through my failure to comply with these requirements or any unauthorized use of my access may subject me to disciplinary action.

---

Signature

---

Date