Internet Usage Acknowledgment

2019

EMPLOYEE/CONTRACTOR:	EMPLOYER:	BUSINESS PHONE NUMBER (including area code)
☐ Existing ☐ New	☐ CalSTRS ☐ Other (specify)	

REQUIREMENT

All CalSTRS employees and contractors are required to read the CalSTRS Internet Usage Policy and must sign the CalSTRS Internet Usage Acknowledgment form when they start work with CalSTRS and annually thereafter.

SCHEDULE

New employees and contractors must have a completed form (ISO 1950) on file with Human Resources (HR) prior to being granted access to any CalSTRS systems or engaging in any work involving confidential, sensitive, or personal information.

Annually, a pre-filing announcement will be included as part of the CalSTRS Annual Policy Recertification Acknowledgment process:

- Completed forms are due 30 days from the pre-filing announcement date;
- Non-filer reporting to executive management one week following the due date;
- Non-filers will have access and services disabled 30 days from the due date.

Incomplete or unsigned forms will be returned.

WHERE TO FILE

Route or mail completed forms to:

CalSTRS Human Resources, MS-31
PO Box 15275
Sacramento, CA 95851-0275

ASSISTANCE

Contact the Information Security Office at (916) 414-1999 (or) iso-operations@calstrs.com if you have questions or need assistance completing the form.

ACKNOWLEDGMENT

I,_____,
PRINT YOUR NAME

hereby acknowledge that I have received a copy of the CalSTRS' Internet Usage policy. I fully understand the terms of this policy and agree to abide by them. I realize that CalSTRS may record my use of the Internet and keep a record of any network activity in which I transmit or receive any kind of file and/or data. I acknowledge that any message I send or receive will be recorded and stored in an archive file. I know that any violation of this policy may result in access to Internet services being revoked without notice and, depending on the violation, lead to corrective action, dismissal or criminal prosecution.

_____
Employee/Contractor Name (print) Signature Date

_____
Supervisor Name (print) Signature Date

ROUTE or MAIL to: CalSTRS Human Resources, MS-31, PO Box 15275, Sacramento, CA 95851-0275