



## Arctic Sciences Program Rules of Behavior

These Rules of Behavior (ROB) detail responsibilities of and expectations for all Arctic Sciences (ARC) Program employees, contractors, subcontractors, grantees, service providers, and participants that have access to ARC Program IT resources, including IT systems, infrastructure, and information. The ARC Program Rules of Behavior supplement existing ARC Program policy by enhancing and further defining specific rules each user must follow while accessing ARC Program IT resources.

### Appropriate Use

- I may be provided with electronic tools such as computers, cell phones, and personal electronic devices to accomplish my official duties. I will use only the systems, software, and data which I am authorized to use.
- I understand that I am responsible for proper use of all IT resources, and accountable for any misuse of IT resources. I understand that personal use is authorized only in accordance with ARC Program policy.
- I understand that the ARC Program may monitor the use, storage, and transmission of information, and that there is no right to privacy for any aspect of my use of ARC Program electronic resources, including but not limited to any information I may transmit or store on an ARC Program system.
- I will not seek, transmit, collect, or store defamatory, discriminatory, harassing, or intimidating material that could discredit the ARC Program, OPP, or the NSF or damage its public reputation.
- I will not seek, transmit, collect, or store obscene, pornographic, or sexually inappropriate material.
- I will follow all ARC Program policies for passwords, virus protection, prevention, and reporting of security issues.
- I understand that IT services and bandwidth vary between ARC program sites, and will refer to site specific ROB where/if applicable.

### Protection of Information

- I understand that I am responsible for recognizing and safeguarding all sensitive information in my control, including personally identifiable information (PII). I will prevent inappropriate access, use, or disclosure of sensitive information in all formats, whether onsite at an ARC Program site or via remote access.
- I will ensure appropriate protections when storing, transporting, transferring, e-mailing, remotely accessing, or downloading sensitive information, including PII, per ARC Program policy. I will ensure proper disposal of sensitive information when its use is no longer required.
- I understand that all removable, portable and mobile devices that contain PII or sensitive data must be encrypted.
- I will ensure compliance with ARC Program policy for the encryption of sensitive data.

### Individual Accountability

- I understand that failure to comply with the Rules of Behavior or other requirements of ARC Program policy may result in disciplinary action, sanctions, personal liability, and/or civil or criminal penalties.