



**SENATE OF VIRGINIA**  
**Network and Internet Agreement**

As a user of the Senate's Local Area Network, I have either been authorized access to a direct connection, or remote access to Senate and/or State owned and operated personal computers and/or networks (i.e., Senate local area network, Commonwealth Telecommunications Network) and/or have access to Internet services. I understand to abide by the following terms that govern my access to and the use of these services:

- Access to network services has been granted to me by the Senate as a necessary privilege in order that I may perform my legislative responsibilities.
- Access to the Internet and E-mail is available to me and will be used to perform job-related functions.
- I am prohibited from using or knowingly allowing use of any assigned or entrusted access control mechanisms (such as log-in identifiers, passwords, terminal identifiers, user identifiers, etc.) for any purpose other than that required to perform my legislative responsibilities.
- I am prohibited by law (§ 2.2.-2827 of the Code of Virginia) from accessing, downloading, printing, or storing any information infrastructure files or services having sexually explicit content, except to the extent required in conjunction with a bona fide research project or other undertaking approved by the Clerk of the Senate.
- I will not disclose information concerning any access control mechanism of which I have knowledge unless properly authorized to do so by the Clerk of the Senate, and I will not use any access mechanism that has not been expressly assigned to me.
- I understand the ethical and legal use of software, recognize that the unauthorized use or copying of software is illegal, and agree to refrain from any illegal and unethical actions involving software.
- I agree that I will not download any software programs without the approval of the Clerk of the Senate and the assistance of Information Systems Department. I understand that Information Systems Department will inform the Clerk in the event that software is downloaded, as well as any associated costs and/or liabilities.
- I agree to abide by all the applicable Commonwealth of Virginia and the Senate policies and procedures and standards. I understand that my access to Senate network services, including Internet and Bill Status, are resources maintained using state revenues. I further understand that revenues are generated by public access to these resources, therefore, my passwords and usage have an associated value.

By signing this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same. I further acknowledge that any infractions in this agreement will result in notification by the Clerk to the Senate Rules Committee, and may require the termination of my access privileges.

_____	_____	_____
<b>Legislative Assistant Name</b> <i>(Please Print)</i>	<b>Legislative Assistant Signature</b>	<b>Date</b>
_____	_____	_____
<b>District Number</b>	<b>Member's Signature</b>	<b>Date</b>



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Member's Name *(Please Print)*

Member's Signature

District#

Date



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**Senate Staff Name** *(Please Print)*

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**Senate Staff Signature**

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**District#**

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**Date**

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**Area Rep Signature**

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**Clerk of the Senate Signature**