

# Request for New-Modified Computer Use

Check one: NEW account MODIFIED account DIVISION TRANSFER account DELETE account

If existing account – Current Login Name: \_\_\_\_\_

Print name clearly in order of First: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Title: \_\_\_\_\_ Phone # \_\_\_\_\_

Full name of immediate supervisor: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_ # \_\_\_\_\_

Employee #: \_\_\_\_\_ Expire in \_\_\_\_\_ days if no employee # given (180 days max)

If no Employee# – Name of temp, intern, outside agency, volunteer status \_\_\_\_\_ All

service providers must fill out a NON-DISCLOSURE AGREEMENT in addition to this form.

Complete the information in this section only if the employee named above is replacing an existing employee:

Existing employee name: \_\_\_\_\_

Termination/transfer date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Login name: \_\_\_\_\_

Mainframe ID name: \_\_\_\_\_ Mainframe terminal #: \_\_\_\_\_

Microsoft Windows and Microsoft Office are inclusive. Check only the additional programs actually needed:

INTERNET  ONBASE  Remote Access  LEGISTAR  MAINFRAME

Other (specify) \_\_\_\_\_  EMAIL \* PeopleSoft requires separate PeopleSoft form

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## NEW ACCOUNTS:

I hereby acknowledge that I have received a copy of the Lexington-Fayette Urban County Government computer policy, which includes an email/internet policy. I understand that all email/internet communications systems and all information transmitted by, received from, or stored in these systems are the property of the Urban County Government, and that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt or storage of information in this equipment.

I agree not to use a code, access a file or retrieve any stored communication unless authorized. I acknowledge and consent to the Urban County Government monitoring my use of E-mail/Internet at anytime as provided in the Computer Policy. Such monitoring may include printing, reading, and storing all electronic information entering, leaving or stored on Urban County Government equipment.

I have read and understand all the provisions specified in this policy.

New employee's signature: \_\_\_\_\_

Request approved by:

\_\_\_\_\_  
Director/Commissioner signature

\_\_\_\_\_  
Division contact person's name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact's phone #

Email scan of completed form to Computer Services Help Desk at  
helpdesk@lexingtonky.gov

All **BOLD** fields **MUST** be filled in or request will be returned.

**For use by IT  
and CS only!**

Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

By: \_\_\_\_\_

\*\*\*\*\*

New User ID created:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

SQL Database

Domain

VPN

E-mail

Internet

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

By: \_\_\_\_\_

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Mainframe

Terminal

ID #: \_\_\_\_\_

Gateway: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

\*\*\*\*\*

Financials/EPM

User Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

By: \_\_\_\_\_

\*\*\*\*\*

Contact

Notified

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

By: \_\_\_\_\_

\*\*\*\*\*

Generate Work Order:

WO #: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

By: \_\_\_\_\_

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Computer Sys. Mgr. Sr.

Approved: \_\_\_\_\_

5/05/2020

## REMINDER FOR EMPLOYEE

### ***Authorization for Access to the Network and/or Mainframe:***

All requests for access to the LFUCG's network and/or mainframe shall be in writing on the "Request for New-Modified Computer Use" form and submitted to the Office of Information Technology ***three business days in advance.***

The Office of Information Technology must approve all acquisitions of microcomputer equipment, and all data communications equipment including all data lines that will be connected either directly or indirectly to the LFUCG network. Personal or non-LFUCG equipment is not to be connected (directly or indirectly) with any equipment owned by LFUCG without authorization from the Office of Information Technology.

### ***Privacy:***

Each network user shall be provided with full access to a directory that is private and not accessible to other network users. The Network Administrator and/or the designee may access private directories as may be required for administrative and/or problem correction functions. Each user must use their own login account only, and not use the login identity of another user. Passwords for these accounts must be kept private and not shared. The LFUCG does not systematically monitor user accounts. However, the LFUCG does not guarantee privacy and reserves the right to open accounts, change passwords and make available to third parties under certain conditions. The LFUCG does not monitor electronic mail conversations. However, the LFUCG does not guarantee privacy and reserves the right to open and read mail, and to make stored communications available to third parties under certain conditions.

### ***Network Configuration:***

The Network Administrator may, at his/her discretion, reorganize network connections, restructure user accounts, reallocate file servers, or make other changes to network configurations, which may be required to maintain the efficiency of existing networks or to costs associated with network improvements.

### ***Software Installation:***

No user shall install software and/or data onto a network storage device without the approval of the Network Administrator and/or Network Manager. Network users are specifically prohibited from copying software acquired by means other than purchase by the LFUCG to the network without the express permission of the Network Administrator. Requests for the installation of non-LFUCG software must originate from the division director. The employee will refrain from installing the software until the director receives a written authorization confirming the specific location and type of software to be installed.

### ***Copying Software:***

Employees shall not make copies of software owned by the LFUCG except as may be provided by applicable statutes and licensing agreements. Users are specifically prohibited from copying unlicensed software to any computer equipment owned by LFUCG. Personally owned software or non-LFUCG software shall not be installed on any LFUCG computer equipment without the approval of the Office of Information Technology. Requests for the installation of personally owned software or non-LFUCG software must originate from the division director. The employee will refrain from installing the software until the director receives a written authorization confirming the specific location and type of software to be installed. Software owned by LFUCG will not be installed on any computer that is not owned by LFUCG. This may be waived by the Computer Systems Manager on a case-by-case basis.

### ***Ownership of Data:***

All data stored on media owned by the LFUCG is the property of the LFUCG.

### ***Identity:***

Misrepresenting or trying to conceal your identity to mask irresponsible or offensive behavior is considered abuse. Using a false identity in this matter will be considered as fraud, and inappropriate.

### ***Access resources:***

Internet access is not free. The Internet is a business tool provided to employees at significant cost. That means employees are expected to use Internet access for business related purposes for the LFUCG. Excessive non-business usage of the Internet results in real costs to the LFUCG. Examples include the cost to upgrade resources such as leased lines and disk storage to handle the increased load, the cost of time caused by slow network response or unreliable connections, and technical support resources for diagnostics and installation. Internet access is not a right but a work privilege tool.

### ***Group Mailing:***

Employees and officials upon authorization from the CAO's office, Commissioners or Division Directors, shall send electronic mail to groups of users, including mailings to all LFUCG users only when the subject is directly related to LFUCG business or the health and safety of the recipients. Group mailings are ***SPECIFICALLY PROHIBITED*** for commercial, charitable, recreational or personal purposes regardless of content.

### ***Penalties:***

The Computer Systems Manager of the Office of Information Technology holds the right to disable the accounts of any user who, after having been informed that he or she is in violation of this policy, continues that, or other violation(s). Accounts disabled for violations of this policy shall only be restored upon the request of the Commissioner of the Agency that employs the user, or by request of the Chief Administrative Officer. Repeated and/or severe violations of this policy may lead to disciplinary action under appropriate sections of the LFUCG Employee Disciplinary Code. Observed policy violations by LFUCG employees or officials may be reported to [helpdesk@lexingtonky.gov](mailto:helpdesk@lexingtonky.gov).

### ***Consent:***

Each employee and official shall be deemed to have given consent to any of the actions noted in the CAO computer policy by continued use.