



EVA ACCEPTABLE USE ACKNOWLEDGEMENT

Statement of User Responsibility

- A. To be an authorized user of eVA, you must have job responsibilities consistent with the purpose of eVA, have obtained approval for your eVA user account from your Old Dominion University's eVA Security Officer, and be in good standing as a permanent, temporary, or contract employee of a Old Dominion University.
- B. As an authorized Old Dominion University eVA user, you are responsible for the security and use of your eVA user account. You accept full responsibility for your account and for all activity performed on eVA under your eVA user account.
- C. As an authorized Old Dominion University eVA user, you are responsible for keeping user information current and accurate. This information includes email address, phone number, supervisor, delivery location and purchase card information.
- D. It is prohibited for any eVA user other than the assigned eVA user account owner to use said eVA user account. Each authorized user is responsible for preventing unauthorized use of their eVA user account as well as refraining from using someone else's eVA user account.

Definition of Appropriate Use

Valid uses of eVA include, but are not limited to, using eVA for the intended and stated purposes of:

- Bid development
- Bid and contract awards
- Purchase approvals
- Placing orders
- Placing requisitions
- Recording of receipts
- Training
- Administrative purposes

To appropriately use eVA, each eVA user must:

- Adhere to the copyright protection of licensed software and documentation.
- Secure your user account and password at all times.
- Follow all Old Dominion University and eVA policies, as well as all local, state, and federal laws and policies.

Definition of Inappropriate Use

Inappropriate uses of eVA include, but are not limited to:

- Using any other individual's eVA account or password.
- Managing your user account or access in a way as to make your password and/or eVA session available for use by others.
- Unauthorized copying, sending, or receiving of copyrighted or trade/service marked materials

It is a violation of Commonwealth of Virginia policy to use eVA for promoting outside business interests. eVA shall not be used for private consulting or personal gain. eVA may not be used to support or engage in any conduct prohibited by Commonwealth of Virginia or local Old Dominion University statutes or policies, including the eVA Security Policy.

It is a violation of this policy to examine, or attempt to examine, another eVA user's or Old Dominion University's files or data without authorization. Noted exceptions are personnel who must examine these files or data while performing their assigned duties during the auditing process, DPS reviews, Old Dominion University controller reviews, technical reviews to identify or correct eVA problems, or other approved activities to monitor and manage Commonwealth of Virginia business.

It is a violation of eVA policy to post/send/display defamatory, harassing, pornographic, obscene, or sexually explicit materials. These violations are in addition to items prohibited by any section of the Statutes of the Commonwealth of Virginia, or other federal, state, or local law.

Possible Sanctions for Misuse

The eVA Global Security Officer may monitor, record and store information about the use of eVA. If such monitoring, recording, and storage reveal possible evidence of inappropriate, unethical, or illegal activity within eVA, the eVA Global Security Officer will contact the Old Dominion University's eVA Security Officer regarding the alleged violations of this policy.

It is not appropriate to use eVA in a way that is detrimental to the normal operation of eVA. Penalties for misuse of eVA may include, but are not limited to, suspension of the use eVA and referral to the appropriate local law enforcement agency for possible prosecution.

Upon detection of a potential violation, the eVA Global Security Officer will disable the eVA user account. The eVA user account will remain inactive until:

- 1) The eVA Global Security Officer has determined no violations exist or corrective action has been taken by the Old Dominion University eVA Security Officer.
- 2) The Old Dominion University's eVA Security Officer has notified the eVA Global Security Officer of the correction(s).
- 3) The remedial actions have been validated by the eVA Global Security Officer.

If corrective action is not taken at the Old Dominion University level, the eVA Global Security Officer may:

- 1) Recommend to the DPS Director that an eVA user be permanently suspended from use of the system.
- 2) Report to the Old Dominion University's Director of Materiel Management with a recommendation for disciplinary action.

ACKNOWLEDGEMENT

My signature acknowledges that I have read, understood and will adhere to the eVA Acceptable Use Policy. I also acknowledge that I will report violations immediately to the Old Dominion University eVA Security Officer, as well as the eVA Global Security Officer at eVAsecurity@dgs.virginia.gov.

Signature: _____

Printed Name: _____

Title: _____

Date: _____