



## Rules of Behavior

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These Rules of Behavior identify responsibilities and expectations for all individuals accessing Federal Student Aid (FSA) systems. By accepting, you confirm that you have reviewed, acknowledge, and agree to the Rules of Behavior listed below.

- Your User ID and password are for official Department of Education business only.
  - You are individually responsible for ensuring that data/information obtained from FSA systems is not used improperly. A legitimate reason must be present to view data/information contained within FSA systems.
  - You must change your password immediately and notify the appropriate security personnel if your password is compromised, or someone else knows your password. You must never give your User ID and password to another person – including your supervisor(s). Any information retrieved from this system may be shared only with individuals expressly authorized to receive this information.
- You must ensure that access is provided only to systems, networks, data, control information, and software for which you have been authorized.
- You must properly encrypt (or password protect) all electronic files when transmitting data via email. Passwords must be sent separately (not in the same transmission).
- All paper documents containing Personally Identifiable Information (PII) must be labeled, and stored in a secure environment, to which only authorized personnel have access.
- You must protect all FSA information in your possession from access by, or disclosure to unauthorized personnel.
- You must inform or contact your Primary Destination Point Administrator (PDPA) when access to an FSA system is no longer required or changes because of changes in job responsibilities, or termination of employment.
- You must remain current on all required training, including security training (at least annually).
- You must not download or store FSA data on unsecure/public computers, or portable devices.
- You must be in good standing with your Title IV loans. If you have a loan that goes into default, your access to the National Student Loan Data System (NSLDS) will be revoked.

By accepting, you understand and consent to the following when you access this agency's information systems, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices (e.g. BlackBerry, PDA, etc.) and storage media (e.g. thumb drive, flash drive, etc.) attached to this network or to a computer on this network:

- You are accessing a U.S. Government information system that is provided for U.S. Government-authorized use only;
- The Government routinely monitors communications occurring on this information system. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system; and
- Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

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I acknowledge receipt of, understand my responsibilities, and will comply with the 'Rules of Behavior' for the Department of Education Systems I access. I understand that failure to abide by the above rules and responsibilities may lead to disciplinary action up to and including permanent loss of access to Federal Student Aid(FSA) Systems. I further understand that violation of these rules and responsibilities may be prosecutable under local, State, and/or Federal law.

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