

FedCenter User Agreement and Rules of Behavior

Effective April 25, 2013

Purpose:

This document defines the accepted Rules of Behavior that all users who access or use FedCenter.gov resources agree to by using the “FedCenter” system.

Scope:

The following Rules of Behavior apply to all levels of FedCenter access and use, to include managers of system resources (staff), federal and non-federal members of the website, and anonymous (public) users of the website.

General Terms

The following terms apply to all user types when access to FedCenter *public* resources is involved:

1. FedCenter.gov is an official website of the U.S. Government. Use of the FedCenter.gov computer system constitutes consent to monitoring at all times.
2. Rights are granted to access and use publicly-available information and tools only.
3. Users are accountable for their own actions and responsibilities related to the use of FedCenter resources available to them.
4. Any attempt to gain access to non-public (private) resources is prohibited and possibly subject to civil and/or criminal prosecution.

Member & Staff Terms

In addition to the General Terms described above, FedCenter federal and non-federal account holders and management staff who have access to *private* information and resources also agree:

1. The information resources and tools contained with the FedCenter.gov authenticated areas shall be used for official Government business only.
2. Users are responsible for protecting their login credentials at all times. Usernames and passwords must be kept private, and protected from unauthorized use.
3. Passwords must conform to established password policies:
 - a. Passwords must have a minimum length of 8 characters
 - b. Passwords must contain at least two (2) uppercase, two (2) lowercase, and two (2) special characters and/or numbers.
 - c. Passwords must be changed every ninety (90) days.
 - d. Passwords cannot be reused for ten (10) generations.

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- e. Never use the “remember password” feature available in some software or browsers.
4. Use of another individual’s account and password is prohibited.
5. Users with elevated privileges are prohibited from attempting to access areas of the website in which the permissions afforded to them do not explicitly allow.
6. Users attest that any information and materials submitted to the FedCenter.gov website and/or FedCenter staff that they are authorized by their federal agency to do so, and, complies with all applicable federal information laws, regulations and policies.
7. Users shall protect confidentially sensitive information about business colleagues and others from disclosure to unauthorized individuals or groups.
8. Under no circumstances are users authorized to upload classified information or discuss classified information within any FedCenter forum or workgroup area of the website.
9. Personally identifiable information subject to the Privacy Act of 1974, other than name, shall not be used in individual user profiles, forum discussion or member rosters/lists commonly found in workgroup areas of the website. Only business-related information should be used.
10. Users should be aware that any information placed in the system is subject to monitoring and is not subject to any expectation of privacy.
11. Users must ensure that no file submitted to the FedCenter website or staff contains viruses or other malicious types of software. All files should be properly scanned by virus software before uploading.
12. Users must report any discovery of viral infection, malicious code, hacker activity, system vulnerabilities, and any unusual activity with their login credentials immediately upon found to the FedCenter Manager at sitemgr@fedcenter.gov.
13. Federal account holders agree to inform the FedCenter staff of any change in their official business capacity that would warrant review of their current access and use privileges, including, but not limited to, temporary duty with another federal agency or leaving, termination of, or retiring from federal service.
14. Non-federal account holders agree to inform the FedCenter staff of the conclusion or termination of their involvement with any federal contract which was used in part for qualification for a non-federal (partner) FedCenter account.

Unacceptable Use

The actions below represent activity that is deemed unacceptable, and can result in termination of a FedCenter account.

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1. Not following any of the rules described in General Terms and Member & Staff Terms above, as applicable.
2. Sharing individual account information with another individual or group.
3. Witnessing or discovering, and electing to not report a security breach or compromise.

Non-Compliance with Terms

Non-compliance with these terms may be enforced by loss of user privileges to the FedCenter resources. Users may also be subject to civil or criminal prosecution depending on the extent and nature of the infraction.