Department of Foreign Affairs and International Trade
SIGNET-C4
ACCEPTABLE USE POLICY

SIGNET-C4 is a state-of-the art, world-wide information system designed by the Department of Foreign Affairs and International Trade (DFAIT) to process, transmit and store information up to the SECRET level. As a user of SIGNET-C4, you must be aware of your duties and responsibilities toward the use of this system. To this end, you are required to read, understand and observe the rules stated in this Acceptable Use Policy for SIGNET-C4.

I understand that:

- I can store, process and transmit any levels of DESIGNATED information (e.g. PROTECTED A, B and C);
- I can store, process and transmit CLASSIFIED information up to, and including the SECRET level (e.g. CONFIDENTIAL and SECRET);
- I shall not do any of the following without explicit authorization from the System Administrator:
    i.   modify the desktop configuration;
    ii. move or tamper with TEMPEST certified equipment; and
    iii. Move or remove, either temporarily or permanently, any hardware, communications, or software items from DFAIT property;
- I shall not disclose or share with anyone my user name, password and access token;
- I shall report all security incident to the system Administrator and Mission Security Officer;
- I shall observe all restrictions which limit my access to specific locations, times, systems, files and programs;
- I shall not allow uncleared or unauthorized persons to access my desktop and any system resources at my disposition;
- I shall not grant access to users and groups that don't share the same need-to-know to the information I create;
- I shall lock my hard drive and other classified media in an approved secure container after working hours or when not in use;
- I shall mark and label SIGNET-C4 diskettes with a "SECRET" label;
- I shall not use or reuse SIGNET-C4 diskettes on IT systems not designed to process classified information (e.g. SIGNET-D); and
- SIGNET-C4 will be monitored and audited for compliance with the rules and regulations.

v1.0
3 July 1996