



INFORMATION SECURITY STATEMENT

Asset Protection — Every student intern is charged with the duty of protecting and preserving company assets: information, human resources, physical assets and financial assets. Use of the City of Jackson assets is for the City's benefit.

Information Resources — The City of Jackson information is the property of the City and its confidentiality, integrity and availability should be respected. Unauthorized use, disclosure, modification or destruction of information is prohibited.

According to Mississippi law, it is a crime to commit computer fraud, improperly access, use or disclose computer data, tamper with computer equipment or supplies, etc. (Section 97 45 1 et seq., Mississippi Code of 1972, as amended).

The City of Jackson is the sole owner of all of its computer resources, including but not limited to computers, computer related equipment, all data, computer programs, computer systems or models.

All data and procedures developed by any employee of the City of Jackson for the City or in connection with the student intern or employee's employment with the City, are the property of the City of Jackson. No employee, student intern, agent or representative of the City shall without authority, use, alter, or destroy any City computer resource for any purpose, nor disclose to or allow the use of the City resources by any third party without the express permission of the City. Student interns who use, alter or destroy anything as stated above for any purpose other than legitimate City business may be liable under applicable law and may jeopardize their employment.

The contractual obligation of the City of Jackson with the vendor of the software used in conjunction with any computer system requires that responsibilities pass on to you:

1. A personal nonexclusive right to use the software in connection with the computer system or personal computer is granted by the vendor. The duplication of software may be authorized for exclusive use on the system but not for distribution to other City of Jackson employees, for



use on other systems, or to individuals and organizations outside the City.

2. You agree not to disclose any software, including but not limited to flowcharts, logic diagrams, and source codes, in any form to any other person except as it relates to the City of Jackson business. Also you must be careful to prevent unauthorized use, copying, publishing, reproducing or disclosing of the software by anyone.

3. You agree that you are receiving no interest in the software except the right to use it in accordance with the conditions mentioned herein.

4. In the event of termination of your assignment/employment, for any reason, these requirements remain your responsibilities for one (1) year following your termination.

I have read the Executive Order and the above described material, understand them, and agree to comply with them.

Print Student Intern's Name

Student Intern's Signature

Date



UNPAID STUDENT INTERNSHIP AGREEMENT

The City of Jackson and _____ ("INTERN"), and _____ ("UNIVERSITY/COLLEGE") have agreed to enter into this UNPAID INTERNSHIP AGREEMENT, whereby INTERN shall be provided the opportunity to complete an unpaid internship with the City of Jackson commencing on or about _____ and terminating no later than _____ .

INTERN and UNIVERSITY/COLLEGE acknowledge that any and all performance rendered pursuant to this agreement shall be on an "UNPAID" status. INTERN AND UNIVERSITY/COLLEGE further acknowledge that no benefits whatsoever shall accrue for INTERN's performance, including, but not limited to, salary or hourly pay of any form, medical, dental, vacation, workers' compensation, and/or other benefits as typically provided to employees of the City of Jackson.

INTERN and UNIVERSITY/COLLEGE acknowledge and assumes all responsibility for liability arising from the performance of services under this agreement. INTERN and UNIVERSITY/COLLEGE hereby agree to fully hold harmless and indemnify the City of Jackson and its employees from all liability, loss, damage or payment that may incur as a result of any claims, demands, costs or judgment against the City of Jackson arising out of or related to INTERN'S performance of services under this agreement.

INTERN and UNIVERSITY/COLLEGE acknowledge and agree that all work performed and materials produced by INTERN pursuant to this agreement shall be the sole property of the City of Jackson, and no photo copies or reproduction are allowed without expressed written permission of the City supervisor.



The City of Jackson, INTERN, and UNIVERSITY/COLLEGE acknowledge that either party may terminate this agreement at any time, with or without cause. INTERN and UNIVERSITY/COLLEGE acknowledge that acceptance of the terms herein includes the potential reliance by the City of Jackson on INTERN maintaining the agreed upon attendance schedule reached between the INTERN and the City of Jackson and INTERN abiding by all rules and regulations of the City of Jackson provided to INTERN.

Wilma Jones-Scott,
Interim Director of Personnel Management City of Jackson

Student

University/College Intern Program Coordinator