

Exhibit A:

Voting System

End User Acceptable Use Policy

PURPOSE:

This policy establishes a standard to protect the integrity of, and the election information contained in, the county's voting system.

SCOPE:

This policy applies to any person who accesses or uses the county voting system to conduct an election under title 1, C.R.S. All county voting system users must sign and agree with this policy.

INDIVIDUAL RESPONSIBILITIES:

An individual accessing the voting system must comply with the following standards and provisions:

- Users are strictly prohibited from sharing passwords or multi-factor-authentication devices.
- Users must use complex passwords and they must comply with the following requirements:
 - Be at least 15 characters in length.
 - Contain three out of the four following items:
 - Lower-case letter
 - Upper-case letter
 - Number
 - Symbol
 - Not contain the user's name or username.
 - Avoid using simple dictionary words without proper length and complexity. Passwords should be generated from pass phrases or uncommon word associations.
 - Example: Horse793!Staple (Passwords longer than 15 characters are preferred and can be simple as shown)
 - Simple letter substitution **is not** considered acceptable. (Example – Zeros, ones, and fours should not be used to replace “O”s, “I”s, or “A”s in a password. For instance “D1ct10n4ry” **is not** a secure password.)
- Users may not record their usernames and passwords in a location easily accessible to other users.
- Authorized voting system users must ensure proper workstation use. As responsible parties they must:
 - Agree to abide by, the Department of State's rules, conditions of use, and orders, regarding voting systems use and security protocols.
 - Ensure their screen is locked to prevent access to the voting system whenever they leave sight of a terminal.
 - Not install or run any software including shareware, freeware, or browser controls unless authorized by the Department of State to do so.
 - Contact their direct supervisor immediately if the voting system's performance becomes erratic, or if it appears the system has been tampered with, or the local virus protection software finds an infection.
 - Not connect any component of the voting system to an external network or the internet.
- Authorized voting systems users must not:
 - Change the BIOS settings or passwords.
 - Take any action to create, or explicitly or implicitly permit or consent to the creation of, an image of any voting system component hard drive(s) without the advance written authorization of the Department of State.
- Failing to comply with this policy may result in the user's loss of access to the voting system, and could result in disciplinary action, civil or criminal liability, or both, or decertification of the county's voting system, under applicable provisions of federal and state law.

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USER ACKNOWLEDGEMENT:

I certify that I have reviewed, understand, and agree to the Voting System End User Acceptable Use Policy. By signing this form, I affirm that I will abide by the Voting System End User Acceptable Use Policy, procedures, and guidelines. I further affirm that I agree to comply with federal and state statutes, the Department of State's Election Rules, Conditions of Use, and Election Orders, that apply to use of the voting system owned, leased, or used by the county I work for. If I have any questions regarding this policy or the applicable laws, administrative rules, conditions of use, or election orders, I will obtain clarification from my supervisor before taking any action.

Name Printed: _____ County: _____

Signature: _____ Date: _____