

Telecommunication and Technology Devices – Shared Equipment Agreement

I _____ acknowledge that I have read and understand the Telecommunication and Technology Devices policy and procedure for ASC. I agree to adhere to the policy and procedure.

I understand and agree that should I damage any device through negligence; I may be held responsible for replacement/repair costs.

I understand and agree that the use of these devices will be for work purposes only.

I understand and agree that any passwords known to me are to be kept confidential and are not to be shared unless I am specifically designated to do so by an authorized person.

I understand and agree that I am not to change any of the settings, including downloading or installing programs, devices or software. Any changes will be done by the administrator(s) only.

I understand and agree that I am not to plug in any personal (non work related) storage or devices into the USB Ports, CD drives or other input ports of the computer.

I understand and agree that I will not disconnect or remove any part of the devices unless I am asked to do so directly from the administrator(s).

I understand that all use of these devices can be monitored by the ASC Administrator(s).

I understand that if I am in breach of the policy, procedure and/or any part of this agreement, I may face corrective actions including suspension of telecommunication and technology device privileges, and dependent on seriousness, up to and including termination of employment, and where it may be applicable possible legal action.

Employee signature

Date

Signature of ASC designate

Date

Program Area:	All Areas						Page:	1 of 1
Section:	Human Resources	A	Jun 10/14					
Sub-section:	Terms & Conditions of Employment							