

# Acknowledgement of ICT Policies

This form is used to acknowledge receipt of, and compliance with, St Michael’s College Computer Security Policy and Procedure and Email and Internet Policy and Procedure.

## PROCEDURE

Complete the following steps:

- 1. Read the Information Security Policy and Procedure
- 2. Read the Email and Internet Policy and Procedure
- 3. Sign and date in the spaces provided below
- 4. Return this page only to Reception

## SIGNATURE

By signing below, I agree to the following terms:

- i. I have received and read a copy of the “Computer Security Policy and Procedure” and “Email and Internet Policy and Procedure” and understand the same.
- ii. I understand and agree that any computers, software, and storage media provided to me by the organisation contain proprietary and confidential information about St. Michael's College and its activities, and that this is and remains the property of St. Michael's College at all times.
- iii. I agree that I shall not copy, duplicate (except for backup purposes as part of my job or studies here at St. Michael's College), otherwise disclose, or allow anyone else to copy or duplicate any of this information or software.
- iv. I agree that if I leave St. Michael’s College for any reason, I shall immediately return the original and copies of any and all software, computer materials, or computer equipment that I may have received from the College that is either in my possession or otherwise directly or indirectly under my control.

Staff/Student signature .....

Staff/Student name .....

Date .....STUDENT / STAFF (please circle)

If you are a student this form should be countersigned by your group tutor. If you are a member of staff this form should be signed by the Principal or the Finance Officer.

Countersignature .....

Countersignature name .....

Job Title.....

Date .....