

## EMPLOYEE RESPONSIBLE USE OF INFORMATION TECHNOLOGY AGREEMENT

It is the policy of the Board to provide network access to Personal Electronic Devices to further the educational goals of the Board while at the same time implementing controls and processes to protect the integrity of the Board's Information Technology systems.

As a user of the Sudbury Catholic District School Board's (the Board's) Information Technology systems, I have read and hereby agree to comply with the Board's *Policy BR-140 Technology* and its related Administrative Procedures and Guidelines, *APG HR31 Personal Electronic Devices – Employee Use* and *APG HR24 – Employee Acceptable Use of Information Technology*.

EMPLOYEE'S POSITION: \_\_\_\_\_

DEPARTMENT/SCHOOL: \_\_\_\_\_

EMPLOYEE NAME (*PRINTED*): \_\_\_\_\_

EMPLOYEE ID: \_\_\_\_\_

DATE OF BIRTH (*for teaching staff*): \_\_\_\_\_

OCT/ECE NUMBER (*if applicable*): \_\_\_\_\_

PERSONAL E-MAIL ADDRESS: \_\_\_\_\_  
*(Welcome package will be sent to this address)*

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

School principal/manager will retain one copy of this completed form at the school/department and forward the original to Human Resources for placement in the employee's personnel file.

**Information Collection Authorization:**

The information contained on this form has been collected under the authority of the Education Act R.S.O. 1980, as amended and the Municipal Freedom of Information and Protection of Privacy Act, 1989. Information from this form will be used to enforce appropriate use of the Internet and information technology in accordance with APG – HR24 Employee Acceptable Use of Information Technology. The contact person for queries regarding the collection of this information is the Senior Manager of Human Resources.