



**HUMAN RESOURCES POLICY AND PROCEDURE MANUAL**

Section: Recruitment and Selection

|                                       |                       |                              |
|---------------------------------------|-----------------------|------------------------------|
| Computer Use Policy - Acceptance Form | Date Approved:        | October 2021                 |
|                                       | Director Responsible: | Director of People & Culture |
|                                       | Date for Review:      | October 2022                 |

**COMPUTER USE POLICY ~ ACCEPTANCE FORM**

I hereby acknowledge that I have received and read the following:

The KidsAbility **Computer Use Policy** (Technology Section of the Organizational Policies, dated 2020)

I agree to comply with the directives and guidelines as provided to help ensure complete computer system security and data integrity.

\_\_\_\_\_  
**Employee Print Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

**Please submit form to Human Resources prior to start date, as indicated in the letter of offer or for annual documentation**

**REFERENCE**

Please click the link(s) to open:

<S:\Policies & Procedures\3 ORGANIZATIONAL POLICIES\8 Technology\Computer Use Policy 2020.docx>