



**STAFF ACKNOWLEDGEMENT FORM
BOARD-OWNED TECHNOLOGY**

Each year, staff will complete this form to acknowledge responsibility for Board-owned technology that is assigned to them for work related duties.

Technology Identification	
Description of Technology	
Serial and/or Model Number	
Description of Technology	
Serial and/or Model Number	
Description of Technology	
Serial and/or Model Number	

Please initial each statement:

Initial	Statement
	I understand that I must return the assigned technology to the Northeastern Catholic District School Board upon my retirement, resignation, termination, or leave from my employment.
	I understand that I am responsible for the safe care of the technology assigned to me.
	I understand that I am the only person who may use the technology assigned to me, away from my respective workplace.
	I understand the provisions of acceptable use and will adhere to such policies and procedures accordingly.

EMPLOYEE ACKNOWLEDGEMENT	
Name of Employee	
Signature of Employee	
Date	

This form will be collected and retained in the main office.

Date of Issue: March 2019