ATTACHMENT 3

Authorised user agreement

**Portable storage device (PSD) (including laptops and IPads)**

I, ,

* acknowledge that I have received a PSD belonging to Shine Bright EYM
* will ensure that the PSD:
  + is used for work-related purposes only
  + is password-protected at all times
  + will not be loaned to unauthorised persons
  + will be returned to Shine Bright EYM on cessation of employment
* will notify Shine Bright EYM as soon as is practicable if the PSD is damaged, faulty or lost
* have read the Shine Bright EYM *Information and Communication (ICT) Technology Policy* and agree to abide by the procedures outlined within.

Signature (authorised User) Position

Date

Authorised by Position

Date