

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