Authorised user agreement

#### Portable storage device (PSD) (including laptops)

I, ,

* acknowledge that I have received a PSD belonging to Woodridge Pre-school
* 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 Woodridge Pre-schoolon cessation of employment or voluntary service
* will notify the president as soon as is practicable
if the PSD is damaged, faulty or lost
* have read the Woodridge Pre-school*Information and Communication (ICT) Technology Policy*
and agree to abide by the procedures outlined within.

Signature (authorised user) Position

Date

Authorised by Position

Date