

## Technology Policy Acknowledgement Form



Exclusively for Subscription Clients

In addition to the employee policy manual acknowledgment, it is good HR practice to require that each employee read and sign-off on the organization's most recent technology policies. In this age of electronic social networking, changes need to be made on an ongoing basis to address organization-wide electronic use policies. Typically the most recent copy of your technology policy should be attached to the organization's policy manual with individual copies given to current employees as changes and updates are made. The acknowledgment form should be distributed with every new update to the policy. Signed acknowledgments should be placed in employee personnel files.

Please note that this information was correct as of the date it was placed on Sikich LLP's website. While we will make a good faith effort to keep the information current, it is the responsibility of users of this section to ensure that they are viewing the most updated information. There is no guarantee of applicability in your state and local and state guidelines/laws should be considered. We cannot be responsible for actions based on outdated information. Remember that you can always call to verify current information.

## INTERNET, EMAIL, COMPUTER USE AND TECHNOLOGY ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of the **Organization name** Electronic Communications and Document Retention Policy. I understand that my use of the **organization's** email and internet system constitutes my consent to all the terms and conditions of the policy. I understand that the email system and all information transmitted by, received or stored in the system are the property of the **organization** and is only to be used for business purposes.

I further acknowledge that I have no expectation of privacy in the connection with the use of the internet and email system or with the transmission, receipt or storage of information in that system. I consent to the **organizations** monitoring of my use of the email and internet, including the printing and reading all emails entering, leaving or stored in the system.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_