IT Acceptable Usage Policy Agreement

Your personal details

Family name

Given names

Your contact details

Work telephone

Extension

Email

Your Company details

Company

Branch/Location

Have you read the **IT Acceptable Usage Policy**

No ▸ Read it now and then move forward on this form

Yes ☐

Have you understood the **IT Acceptable Usage Policy**

No ▸ Meet with your manager or IT support to discuss any questions you have about the Policy and then move forward
on this form

Yes ☐

Summary controls checklist

Please tick each item below to indicate your understanding and acceptance of the controls

1 ☐ ▸ Safeguard passwords and/or other sensitive access control information.
▸ Do not share account information
▸ Do not attempt to capture others account information
▸ Log off, or lock, unattended workstations

2 ☐ ▸ **Use of USB drives, DVD's, CDs or any other form** of data storage to transport company information without prior written permission.
▸ Encryption of sensitive data on portable devices

3 ☐ ▸ Use of Navitas systems for non-business related purposes to be kept to a minimum.
▸ Certain activities are disallowed on Navitas networks.

4 ☐ ▸ Safe practice requires IT support to be notified of any virus or incident which could compromise the Navitas network.

5 ☐ ▸ Inappropriate material not to be accessed, forwarded, downloaded or sent through the Navitas network.

6 ☐ ▸ Email residing on or transmitted across the Navitas system is the property of Navitas.
▸ Navitas monitors and audits IT systems, including email, web access activity, remote access connections and documents.

7 ☐ ▸ Navitas IT assets are to be well maintained
▸ Copyrighted software is not to be duplicated
▸ Only licensed, approved software should be installed on a Navitas IT asset.

8 ☐ ▸ Breaches to policy may have consequences.

9 ☐ ▸ All data on Navitas networks should be considered confidential and kept secure unless the information has been approved for external publication.
▸ You must not make unauthorised copies of any material

Declaration

I have read and understood the Navitas **IT Acceptable Usage Policy**.

I accept the principles of behaviour relating to the use of Navitas IT resources
Including:
- respect for the law;
- respect for other people; and
- respect of **Navitas'** mission and values.

The principles of conduct of users also assume:
- integrity;
- diligence;
- economy; and
- efficiency.

I understand my general duty of care and responsibility for being aware of, and complying with this Policy. This includes:

- *ensuring my usage complies with this Policy, and informing the IT department when I cease my association with Navitas.*

- *respecting the physical hardware and network configuration of Navitas-owned networks. I must not extend the physical network on which my system resides (e.g. extra switches or a wireless connection).*

- *not performing any unauthorised, deliberate action that damages or disrupts a computer system, alters its normal performance, or causes it to malfunction.*

- *not using Navitas systems to gain unauthorised access to other computers, networks or information regardless of the intention.*

- *reporting any suspected security problems or unacceptable use to my local IT Support, and not demonstrating the problem to others. If I believe my files have been tampered with I should immediately change my password and contact IT support with the specific details.*

- *avoid sending large attachments, especially to the internal "all staff" address, or other large distribution lists.*

- *assuming that electronic files are not necessarily secure. I am aware that electronic mail in its present form is not secure and is vulnerable to unauthorised access and modification.*

- *treating all confidential or sensitive information appropriately.*

- *not using any of Navitas' official branding materials (eg. name or logo) on my personal web pages, e-mail, or other messaging facilities.*

Signature

Date   DAY MONTH YEAR
/   /

OFFICE USE ONLY

Employee HR ID