# **Use of Technology and Software Declaration**

1. No computers, mobile phones, video cameras or social media are to be used to exploit or harass children or access child exploitation material through any medium.
2. No personal software or software of any type, including operation systems are to be downloaded/installed onto any laptop or computer unless and until has been authorized for use by Gadc. Any unauthorized software will be immediately removed.
3. No games software of any description is to be used on any laptop or computer at any time.
4. No disks or USB drives (containing either programs or data) which originate outside of Gadc’s office and have been used in computers/laptops owned by others are to be used in any computers/laptops unless and until it has been checked for viruses by the use of the standard anti-virus package installed on all laptops and computers.
5. Only licensed and purchased software is permitted to be downloaded on any laptops or computers or any other property.
6. All data files held on computer hard drives and OneDrive will be reviewed periodically and, in consultation with the user, obsolete files may be deleted or archived. Files which are used on an infrequent basis but which are needed for reference purposes can be transferred for storage.
7. No copies of any licensed software purchased and held by Gadc are to be taken, copied or used unless and until it has been authorized by Gadc management.
8. Security codes, passwords or keys issued to you for work purposes are not to be shared with any other individuals.
9. No information or material is to be downloaded, distributed or forwarded that is in breach of Gadc’s policies including a safe work environment that is free from any form of harassment or discrimination.

I have read and understood the above instructions and agree to be bound by them.

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

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