

IT Training Acknowledgement Form

MUST BE COMPLETED BY EMPLOYEES, INCLUDING LIBRARY OFFICERS

I, _____, hereby certify that:

- a. I have received a copy of the Red Jacket Community Library Information Technology (IT) Security Policy (Policy 300-4);
- b. I have read and understand Policy 300-4;
- c. I have received awareness training on the most current employee computer access portions and acceptable use portions of Policy 300-4; and
- d. I agree to comply with Policy 300-4.

Signature: _____

Date: _____