

## Electronic Communications User Agreement

As an employee of the Archdiocese of Chicago, I (the undersigned) have read the information about the appropriate use of Electronic Communications Tools at the Pastoral Center. I understand this agreement and its' outline of the Use and Misuse of Communication Tools as well as the Limits of Privacy inherent in Electronic Communications.

I agree to comply with the terms of this agreement.

I agree to never allow another user to access these facilities with my ID or Password.

I understand that failure to comply with the policies listed in this document can result in actions ranging from denial of future access to termination of employment.

I further agree to review and comply with applicable acceptable usage practices.

_____ Employee Name ( <i>printed</i> )	_____ Employee Signature	_____ Date
_____ Agency Name		_____ Agency # (if known)

**INTERNET ACCESS APPROVAL**  
***ALL SIGNATURES ARE REQUIRED IF USER WILL NEED INTERNET ACCESS!***

_____ Supervisor Name	_____ Signature	_____ Date
_____ Agency Director Name	_____ Signature	_____ Date
_____ Department Director Name	_____ Signature	_____ Date
_____ Department Name		_____ Department #

Return original form to Human Resources for processing.

**NOTE: To request creation of the user account, visit <http://forms.archchicago.org> and fill out the User Request form.**