



**SECTION: RISK MANAGEMENT**  
**TOPIC: IM USER AGREEMENT**  
**DATE: FEBRUARY, 2014**

## ADMINISTRATIVE PRACTICES MANUAL

**SUBJECT: PROPER USE OF COMPUTER  
EQUIPMENT, SOFTWARE, and CONNECTIVITY**

**I have read Dane County's Policy regarding the Proper Use of Computer Equipment, Software and Connectivity. I understand the policy and agree to comply with it.**

<b>Signature &amp; Date</b>	
<b>Printed Name:</b>	
<b>Department/Division:</b>	

Please complete the following for each piece of equipment assigned:

<b>Description of Equipment: (iPad, Dell laptop, Smartphone, etc.)</b>	
<b>Serial Number:</b>	
<b>Dane County Information Management ID Number:</b>	

Signed statements are placed in personnel files in Dane County Department of Administration, Division of Employee Relations.