

Instruction

Exhibit – Staff Authorization for Access to the Cooperative’s Electronic Networks

Acknowledgement Form

NDSEC staff members are being provided with and are responsible for knowing the contents of the three documents listed below.

These documents can also be found on the NDSEC website: www.ndsec.org¹

1. NDSEC Employee Manual²
2. Acceptable Use of the Cooperative’s Electronic Networks (6:235-API)³
3. Personal Technology and Social Media; Usage and Conduct (5:125)³

¹Navigation from website homepage:

²[Quick Links/Staff Resources/Employee Manual](#)

³[NDSEC Board/Board Policy Manual](#)

Please read and sign the acknowledgements below:

1. I hereby acknowledge that I have received a copy of the NDSEC Employee Manual. I understand that it is my responsibility to seek further guidance on policies/procedures and practices if needed.
2. I am aware that I am responsible for completing all required and mandated professional development training.
3. As a condition of using the Cooperative’s electronic networks, I understand and will abide by the accompanying NDSEC Administrative Procedure 6:235-API (*Acceptable Use of the Cooperative’s Electronic Networks*). I understand that the Cooperative and/or its agents may access and monitor my use of the Cooperative’s electronic networks, including the Internet, my email, and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and disciplinary action and/or legal action may be taken. In consideration for using NDSEC’s electronic network connection and having access to public networks, I hereby release NDSEC and its Board Members, employees, and agents from any claims and damages arising from my use, or inability to use the Cooperative’s electronic networks, including the Internet.
4. I understand and will abide by the accompanying NDSEC Board Policy 5:125 (*Personal Technology and Social Media; Usage and Conduct*).

Name

Signature

Date

Implemented: 11/2012

Re-numbered: 8/2018

Revised: 10/2021