**Acknowledgment**

I acknowledge that I have read and will abide by Trinity Fellowship (Trinity) policies regarding computer systems, network, iPads, phone system, cell phones, e-mail system, Internet access, and any other device (collectively called the “Computer System” in this document). In particular, I understand:

1. That Trinity has the complete authorization to monitor my computer usage, e-mail communications, and Internet usage;
2. That Trinity may monitor on a routine and/or special case basis;
3. That Trinity may elect not to monitor and may not strictly enforce its computer policies, but that any such election or determination not to enforce any policy strictly will not be construed as a waiver of Trinity Fellowship’s right to enforce its policies in any particular situation; and
4. That any violation by me of the Trinity information technology policy may result in a loss of access, disciplinary action (including termination), or other legal action.

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| First Name: |  |
| Middle Name: |  |
| Last Name: |  |
|  |  |
|  Employee Signature: |  | Date: |  |

***Business Office Use Only***

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| Entered By: |  | Date: |  |