



Responsibilities



Employees are responsible for keeping their digital equipment clean and in good working order.



Employees are responsible for using safe and secure websites.



Employees are responsible for using the internet safely and legally.



Employees are responsible for keeping information safe. Employees should not share other people's personal information.



Your Responsibilities



Employees are responsible for keeping their digital equipment clean and in good working order.

You should make sure your equipment doesn't get dirty. Don't spill any food or drink on it.



Employees are responsible for using safe and secure websites.

Don't click on any pop ups and check for the secure website symbol.



Employees are responsible for using the internet safely and legally.

Don't use the internet for any illegal activity. If something happens, tell a responsible adult.



Employees are responsible for keeping information safe. Employees should not share other people's personal information.

Don't tell anyone online your passwords or personal information.