



## Catoosa County Government

800 LaFayette Street, Ringgold, GA 30736

Phone: 706-965-2500 Fax: 706-935-3112

www.catoosa.com

### EMPLOYEE TECHNOLOGY UTILIZATION

As a Catoosa County Employee you may be assigned several tools with which to perform duties as they relate to your job description. Below are some of the tools you may be assigned. In addition to this summary of your tools, you will also receive and familiarize yourself with the ACCEPTABLE TECHNOLOGY USAGE POLICY. Regardless of the tools you are assigned, you are required to understand and comply with all technology equipment usage policies while you are employed by Catoosa County Government.

#### TOOL

#### ASSIGNMENT INFORMATION

	Computer	Laptop	Tablet	(Circle all that apply)
<input type="checkbox"/> Data Processing Equipment	Make/Model: _____	Serial Number: _____		
	Make/Model: _____	Serial Number: _____		
	Make/Model: _____	Serial Number: _____		
<input type="checkbox"/> Internet Access Level*	None	Limited	Full	(Circle one)
<input type="checkbox"/> Mobile Phone	Phone Number: _____			
	Make/Model: _____	Serial Number: _____		
<input type="checkbox"/> Email	_____@catoosa.com (first name.last name)			

\* Employees with NO Internet Access may be allowed to access certain sites that would directly relate to the performance of their job duties at their supervisor's discretion. A "Whitelist" (Approved Sites) Form will be utilized to allow exceptions and authorize site access on a case-by-case basis. A description of the 3 levels of internet access is provided in the ACCEPTABLE TECHNOLOGY USAGE POLICY.

\_\_\_\_\_  
EMPLOYEE (PRINT & SIGN)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT

\_\_\_\_\_  
DEPARTMENT HEAD/CONSTITUTIONAL OFFICER

#### Instructions to Department Head/Constitutional Officer:

- 1) Complete this form (if you need help, please call Human Resources at 706-965-2500).
- 2) Send form to Human Resources via email to: lizdania.padilla@catoosa.com.
- 3) Human Resources will contact you when item assignment is completed.

**Employee Acknowledgement**

I understand this technology usage policy is intended to protect the integrity and content of the Catoosa County Government IT Systems used to provide government services to the Citizens of Catoosa County. I further understand, that as a County IT user, I must abide by the outlined policies and procedures. The protection and security of Catoosa County Government IT Systems and the information contained therein is vitally important.

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EMPLOYEE SIGNATURE

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DATE

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PRINTED NAME

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DEPARTMENT

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DIRECTOR