

**OLD DOMINION UNIVERSITY**  
**USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS**

**CERTIFICATE OF RECEIPT**

I have received a copy of the Department of Human Resources Management Policy 1.75, "Use of the Internet and Electronic Communications Systems" and I understand that it is my responsibility to read and abide by this policy and all university policies related to the use of computing resources.

If I have any questions concerning these policies, I understand that I need to ask my supervisor or the Director of Human Resources for clarification.

If I refuse to sign this certificate of receipt, my supervisor will be asked to initial this form indicating that a copy has been given to me and that this statement has been read to me.

Employee's name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_