LOCK-TECH WEB INNOVATIONS

2025 Technology Acceptable Use Policy

1. Users of Lock-Tech Web Innovations sponsored technology shall represent the company in an appropriate and professional manner and shall not debase the reputation of the corporation.
2. Users will not use Lock-Tech Web Innovations technology for any corporate or financial process except for those approved by Lock-Tech Web Innovations.
3. Users shall not change their email addresses or passwords unless permission is granted by the administration.
4. Users shall not post inappropriate or explicit material on any platform using their Lock-Tech Web Innovations accounts.
5. Users shall not use accounts to access inappropriate or explicit websites.
6. Users shall not use the Lock-Tech Electronic Mail system for malicious purposes, including scam emails or other harmful uses.

Failure to comply with these rules may result in disciplinary action, up to and including suspension or termination of your volunteering or employment.

By signing this agreement, you signify that you will uphold these policies when you use technology provided by Lock-Tech Web Innovation.

Hereby signed and acknowledged by:

Name (Print): _____

Signature: _____

Date: _____/_____/_____

Filing Number: _____
Print Date: 5/26/2025