



Opt Out Statement for Backup Services

Backup services are optional. Users can decline backup services by printing, signing, and returning this document to Information Services. Information Services will then schedule the removal of the backup software from the appropriate computer.

Information Services' standard backup process is to backup the primary user's profile. On a Windows PC, this means that the profile located under the 'Documents and Settings' folder (this includes items on your desktop, 'My Documents', and general user preferences) will be backed up. On a Mac, this means that your 'Home' folder (this includes items on your desktop, 'Documents', and general user settings) will be backed up.

- Please note that while the backup program is running, you will experience a temporary decrease in system performance.
- Applications, most multimedia files, and several other non-essential file types are excluded from backups.

In the event of a hard disk crash, **where a user has declined backup services**, Information Services will only be responsible for reinstalling the standard configuration software.

If you have any questions or would like to verify that backup software is setup on your machine, please contact the Helpdesk at extension 4357.

Statement of Individual Responsibility for Departmental Computer Backup

I decline the client backup services provided by Information Services for my departmental computer system. I understand that I will be responsible for the backup of my own personal files stored on my departmental computer. In the event of a hard disk crash, Information Services will only be responsible for reinstalling the standard configuration software.

Signature: _____

Date: _____

Please sign and return this form to the Help Desk in the library or by mail at ACU Box 29201.