

Employee Acknowledgement Form

Internet, Social Media & Email Usage

I have read and agree to comply with the requirements contained in the Internet, Social Media & Email Usage Policy. Additionally, I agree not to allow unauthorized use of my Internet, e-mail and social media access privileges given to me by the City, through either city-owned equipment or any equipment located elsewhere.

I am aware that transfer of files presents an opportunity for infection with computer viruses and I agree that files shall only be downloaded to a machine equipped with an approved anti-virus program that is loaded into the machine's memory and that is running at the time of the download.

I shall have no expectation of privacy while sending messages or documents using these computer-based services, whether in-house or via the Internet or social media, and I understand that usage may be monitored for compliance with this policy.

I understand that the City has the right to amend, change, or delete this policy at any time, and that additional policy statements may be issued pertaining to related issues, processes, and procedures.

I understand that violations of this policy may result in disciplinary action, which may include oral or written reprimands, loss of computer systems privileges, suspensions, or termination of employment. Violations could also result in prosecution.

Print Employee Name: _____

Signature of Employee: _____ Date: _____

Department Head: _____ Date: _____

City Administrator: _____ Date: _____

Effective Date: 5/1/2016
Revision Date: