



## Caldwell County Email and Internet Systems Acknowledgment Form

As an employee of Caldwell County, I (print) \_\_\_\_\_, recognize and understand that the County's *email* and *internet systems* are to be used for conducting the County's business only. I understand that use of this equipment for private purposes is strictly prohibited. Further, I agree not to access a file or retrieve any stored communication other than where authorized unless there has been prior clearance by an authorized County representative.

I am aware that the County reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the County's email and internet systems at any time, with or without employee notice, and that such access may occur during or after working hours. I am aware that use of a password or code does not restrict the County's right to access electronic communications. I am aware that violations of this policy may subject me to disciplinary action, up to and including discharge from employment.

I acknowledge that I have received a copy of the County's policy. I also acknowledge that I have read and that I understand this notice.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Department and Division

\_\_\_\_\_  
Date

CC: Employee  
File

