
INTERNET AND AGENCY EMAIL ACKNOWLEDGEMENT

As an Employee of Head Start of Washington County, Inc.

I _____ recognize and understand that the company's email system is to be used for conducting the company's business only. I understand that use of this equipment for private purposes is strictly prohibited. I am aware that the company reserves and will exercise the right to review, audit, intercept, and access my emails at any time, with or without employee notice and that such access may be during or after working hours. I am aware that violations of this policy may subject me to disciplinary action, up to and including discharge from employment.

I authorize that I have read and understand the agency's Computer, Internet, Email policies. I authorize that I have read and that I understood this notice.

Signature of Employee

Date