

**ACKNOWLEDGEMENT OF INTERNET AND E-MAIL  
USAGE GUIDELINES**

I acknowledge that I have received a written copy of the Internet and E-mail Usage Guidelines for **XYZ Organization**. I realize that **XYZ Organization's** security software may record and store for management use the electronic e-mail messages that I send and receive and the Internet address of any site that I visit, and any network activity in which I transmit or receive files. I understand that a signed copy of this acknowledgement form will be placed in my personnel file.

I understand that **XYZ Organization's** e-mail and telecommunications systems are to be used for conducting business operations as outlined in the guidelines and the use of this equipment for private purposes must be limited as outlined in the guidelines.

I am aware that **XYZ Organization's** management will exercise the right to review, audit, intercept, access and disclose all matters on **XYZ Organization's** e-mail and telecommunication systems at any time with, or without employee notice. I am aware that the access of this data is only limited to review by authorized management personnel with approval from the Executive Director. I also acknowledge that I do not have the authority (unless otherwise indicated) to access anyone else's file or voice mail, unless given approval by the Executive Director.

I am aware that violation of these guidelines may subject me to disciplinary action(s) up to and including termination from employment, or even criminal prosecution.

\_\_\_\_\_  
Employee Name (Please Print)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director/HR Manager Signature

\_\_\_\_\_  
Date

CC: Personnel File