

**City of Saint Paul**

**Internet Access and E-mail Policy**

*Acknowledgment Form*

I acknowledge that I have received and reviewed a copy of the city's Internet Access and E-mail Policy, dated May 11, 2015. I understand the terms of this Policy and Agree to abide by it.

I realize that the city may record, store, and read:

- The electronic e-mail messages that I send and receive,
- The internet address of any site or sites that I visit, and
- Any network activity I use to transmit or receive files.

I understand that alleged violations of this policy will be investigated and, if proven, could lead to disciplinary measures for the person who violates the policy. I also understand that computer equipment or other electronic devices assigned for my use is a tool to perform my job, but it remains the property of the city.

Employee's Name (Please print): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Department: \_\_\_\_\_

Date Signed: \_\_\_\_\_

If at any time an employee has a question about the applicability of this policy, s/he should access the on-line version of the policy or contact their department director.

*Date Received by Department:* \_\_\_\_\_

*This signed acknowledgment form will be kept on file by each department and office director, or their designee, in accordance with appropriate records retention policies.*