

**COUNTY OF DINWIDDIE, VIRGINIA**  
**USE AGREEMENT FOR**  
**ELECTRONIC MAIL AND NETWORK/INTERNET SERVICES**

I have been authorized access to either Electronic Mail or Network/Internet services. This access is provided through County-owned personal computers and/or networks (County Local Area or Wide-Area Network or other network).

I have read, understand, and agree rules on Electronic Communications found in Section X of the Personnel manual and the following additional terms and conditions that govern my use of these services:

Access has been granted to me by the County, as a privilege, for me to perform authorized duties and responsibilities for the County. I understand that the County may revoke this privilege at any time, at the County's sole discretion.

I will not use or knowingly permit the use of any access control mechanism (e.g., login ID, password, terminal ID, user IDs) for any purpose other than that required to perform authorized duties.

I will not disclose any access control mechanism (i.e. password), which has not been expressly assigned to me to the County.

I understand the ethical and legal use of software, recognize that the unauthorized use or copying of software is illegal, and agree to refrain from all illegal and unethical actions involving software.

I agree to abide by all county policies, procedures, standards, guidelines, and other regulations regarding technology usage.

I understand that all electronic, digital and wire communications received, sent or stored may be monitored and that the privacy of such messages is in no way guaranteed and that personal use of e-mail is prohibited.

I understand that downloading or sending of large image (i.e. "jpg" or "gif") or audio (i.e. mp3) files that are not work related is prohibited.

If I observe or know of any violations of the terms of this agreement, by others, I accept responsibility for reporting such violations to my immediate manager and the County's Director of Information Systems.

By signing this agreement, I certify that I understand the terms and conditions of this agreement and that I accept responsibility for adhering to the agreement. I also acknowledge my understanding that any infractions on my part will result in disciplinary action, including but not limited to termination of my access privileges.

Employee Name (Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_