



**Department of Information Technology (DoIT)
Acknowledgment of Electronic Communications Policy**

As a user of the Agency's or State's electronic communications systems, I understand that the sole purpose of the systems, including computer equipment, computer software, electronic storage media, e-mail, telephones, voice mail, mobile messaging, Internet access, and facsimile machines, is to support the business of government and that all electronic communications are the property of Agency and/or State. I agree not to access or to retrieve any electronic communications other than those that I have been granted prior authorization to access or to retrieve.

I am aware that Agency reserves and will exercise the right to review, to audit, to intercept, to access, and to disclose all matters on the Agency and/or State's electronic communications systems at any time, with or without notice to its users, and that such rights may be exercised during or after normal working hours and even if the electronic communications appear to have been deleted from the systems. I acknowledge that I have no expectation as to the privacy or confidentiality of any electronic communications transmitted, received or stored in conjunction with the usage of the Agency's electronic communications systems.

I acknowledge that I have read, understand, and agree to comply with the Agency's Electronic Communication's Policy, which is in addition to and not in replacement of any other policy or code of conduct of the Agency, State, or other State agencies. I also understand that signing onto an Agency system indicates my agreement to comply with the policy. I am aware that any violation of the policy by me may subject me to disciplinary action, up to and including discharge from employment or contract. I also am aware that a copy of this Acknowledgment will become part of my personnel file.

Signature

Printed Name

Date Signed

Supervisor or Witness Signature

Date Signed