ACKNOWLEDGEMENT OF UNDERSTANDING OF THE CONTENT OF THE WORK RULES AND POLICY CONCERNING THE USE OF STATE I.T. EQUIPMENT AND RESOURCES

By my signature, I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby acknowledge that I have received a copy of the Work Rules and Policy Concerning the Use of State I.T. Equipment and Resources. I further acknowledge that I have read the policy and paid particular attention to the work rules section.

I understand, after reading the policy, that the use of State I.T. equipment to create, record, store, copy, transmit, distribute, image, modify, print, download, or display inappropriate or unprofessional material that demean, denigrate, or harass certain individuals shall constitute just cause for discipline up to and including termination of my employment.

I further understand that use of the State I.T. equipment to create, record, store, copy, transmit, distribute, image, modify, print, download, or display materials that are sexually explicit of pornographic in nature **SHALL constitute just cause for termination of my employment**.

I further understand that if a supervisor or manager becomes aware of any employee accessing prohibited material and fails to take steps to stop such activity, the supervisor or manager shall be subject to disciplinary action up to and including dismissal.

I further understand that I have no expectation of privacy when using State I.T. or related communications equipment or resources and I know that any such equipment issued to me may be taken and reviewed by management at any time.

Signed, this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.

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

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