

**EMPLOYEE USER AGREEMENT FOR PARTICIPATION IN AN
ELECTRONIC COMMUNICATIONS SYSTEM**

As an employee of the Agawam Public Schools, I recognize and understand that the school district's e-mail and internet systems are to be used for conducting the school district's business only. I understand that use of the e-mail system for private purposes is strictly prohibited with the exception of forwarding unsolicited personal e-mails received at my school address to my personal e-mail account.

Further, I agree not to access a file or retrieve any stored communication other than where authorized unless there has been prior clearance by an authorized school department administrator. I understand that any e-mail messages that I send will not be sent anonymously, from a group, or using another employee's identity without permission.

I am aware that Agawam Public Schools reserves and will exercise the right to review, audit, intercept, access, and disclose all matters on the school district's e-mail and internet systems at any time with or without employee notice, and that such access may occur during or after working hours. I am aware that use of an Agawam Public Schools provided password or code does not restrict the school district's right to access electronic communications. I am aware that violations of this agreement may subject me to disciplinary action up to and including discharge from employment.

I authorize that I have read, and that I understand the Agawam Public Schools' *Employee User Agreement for Participation in an Electronic Communications System*.

Employee Signature

Date Signed

PLEASE RETURN THIS FORM TO YOUR BUILDING PRINCIPAL

Agawam Public Schools 2004

Approve by the School Committee on May 25, 2004, by a vote of 6 – 0 – 1 absent