

**Campbell County, Tennessee**  
**Employee Use Agreement**  
**For Computer Services, Internet Access, and**  
**Electronic Mail**

All computer hardware and software used by the Office of \_\_\_\_\_ are the property of Campbell County. All electronic mail, documents, spreadsheets, databases, and any other material generated by and on these computer systems are also property of Campbell County. Campbell County reserves the right to review any document, data file, electronic mail message or any other material on these computer systems and to copy, delete, or disclose it, if necessary.

Internet access is available for use by county personnel. This is a computer service that is provided by Campbell County. The county reserves the right to monitor Internet use by any user at any time. Access to unacceptable Internet sites will not be tolerated. Any Internet usage in which acceptable use is questionable should be avoided. If a user is in doubt, he or she should seek policy clarification prior to pursuing the activity.

As a user, I agree to the following guidelines:

1. I will use the information and computer resources of Campbell County for authorized county business only. I will be accountable for and accept full responsibility for all transactions performed using my computer access codes.
2. I will maintain the confidentiality of all computer information and resources to which I have access. I will maintain confidentiality by using passwords that are not obvious and easy to detect. I will not share passwords or disclose passwords. I will not disclose any information or documentation obtained from, or pertaining to, the county's computer system to any third party, except in the routine lawful conduct of the county's business.

I have read and agree to comply with the policies and guidelines set forth above. I understand that I do not have a right to privacy regarding any information created, stored, or distributed utilizing a Campbell County computer system. I understand that willful violation of, or disregard for, any of these policies or guidelines may result in disciplinary action.

\_\_\_\_\_  
User's Signature

\_\_\_\_\_  
Date

Note: Three copies of this form should be prepared. One copy should be placed in the employees personnel file. One copy should be given to the employee. One copy should be given to the Department of Finance.