

Fluvanna County
Computers and Information Systems User Agreement
(Sign and return this page to the IT Department)

1. I have been authorized access to the County of Fluvanna’s computers and information systems, including, but not limited to, Electronic Mail, Network/Internet services. This access is provided through Fluvanna County-owned or leased computers, other information systems and related equipment, and/or networks (Fluvanna County Local Area or Wide-Area Network or other applicable network).

2. I have read, understand, and agree to abide by the Acceptable Use Policy for Computers and Information Systems and the following additional terms and conditions that govern my use of these services:

- a. Access has been granted to me by Fluvanna County, as a privilege, for me to perform authorized duties and responsibilities as an employee or officer of Fluvanna County. I understand that Fluvanna County may revoke this privilege at any time, at Fluvanna County’s sole discretion.
- b. I will not use or knowingly permit the use of any access control mechanism (e.g., log-in ID, password, terminal ID, User IDs) for any purpose other than that required to perform authorized duties.
- c. I will not disclose to anyone any access control mechanism, unless authorized to do so, in writing, by Fluvanna County.
- d. I will not use any access control mechanism which has not been expressly assigned to me by Fluvanna County.
- e. I will report any computer hardware or software problems immediately to the Fluvanna County IT Department. I understand that only Fluvanna County authorized personnel may fix any computer problems.
- f. 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.
- g. I agree to abide by all Fluvanna County policies, procedures, standards, guidelines, and other regulations.
- h. I understand that any or all electronic mail messages may be monitored and that such messages are not private.
- i. I understand that downloading any file, including image (i.e., “jpg” or “gif”) or audio (i.e., mp3) files, that are not work related is prohibited.
- j. I understand that use of internet radio or streaming audio or video is forbidden with the following exceptions: those needing streaming audio or video for the temporary purpose of taking a class, professional training, teleconferencing, or other temporary function directly associated with their job with the County may have such limited use.

3. 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 supervisor and the Fluvanna County IT Department.

4. 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 may result in disciplinary action, including but not limited to termination of my access privileges, or termination from employment consistent with the County’s personnel policies.

Employee Name	Employee Signature	Date
Department	Supervisor Signature	Date