



## Ogden Preparatory Academy

### **Electronic and Telephonic Communications Employee Acknowledgment Form**

I understand that all electronic communication systems and all information transmitted by, received from, or stored in these systems are the property of OPA. I also understand that these systems, including the Internet, are to be used solely for job-related purposes and not for personal purposes, and that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment.

I agree not to use a code, access a file, or retrieve any stored communication unless authorized. I acknowledge and consent to OPA monitoring my use of this equipment at any time at its discretion. Such monitoring may include printing up and reading all E-mail entering, leaving, or stored in these systems as well as listening to my voice-mail messages in the ordinary course of business.

I acknowledge that viewing inappropriate material or transmitting / downloading inappropriate material is strictly prohibited and grounds for immediate termination.

\_\_\_\_\_  
Name of Employee (Please print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Management Witness (Please print)

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date