

Appendix 3

Employee Agreement on use of E-mail and the Internet



(To be signed and a copy placed on staff file)

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of Model Primary School's computers, networks and telecommunications equipment and services.

I understand that I have no expectation of privacy when I use any of the telecommunication equipment or services. I am aware that violations of this guideline on appropriate use of the e-mail, Internet systems and participation in social networking sites may subject me to disciplinary action, including termination from employment, legal action and criminal liability.

I further understand that my use of e-mail, Internet systems and participation in social networking sites may reflect on the image of Model Primary School to our pupils, parents, governors and suppliers and that I have responsibility to maintain a positive representation of the school.

_____ Signature of employee

_____ Printed name of employee

_____ Dated