

**FRANKLIN COUNTY, TENNESSEE**

**ACCEPTABLE POLICIES AND USER AGREEMENT FOR  
COMPUTER SERVICES, INTERNET ACCESS  
AND ELECTRONIC MAIL**

All computer hardware and software used by the \_\_\_\_\_ Office are the property of Franklin County. All electronic mail, documents, spreadsheets, databases and any other material generated by and on these computer systems are also the property of Franklin County. Franklin County reserves the right to review all documents, data files, electronic mail messages 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 Franklin 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 shall 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 Franklin 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 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 Franklin County computer system. I understand that willful violation of, or disregard for, any of these policies or guidelines may result in disciplinary action up to and including termination of employment.

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*User's Signature*

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*Date*