

**Department of Public Safety and Correctional Services**  
**COMPUTER SYSTEMS, E-MAIL AND INTERNET USE AGREEMENT**

By signing this agreement, I have been authorized access to computer systems, e-mail and Internet services provided by the Department of Public Safety and Correctional Services (Department). Access to this system is restricted to authorized users for approved business purposes or incidental personal use.

I hereby acknowledge that my use of Department computer systems, e-mail and Internet services may be tracked and monitored for location and usage without my consent or knowledge, that I have no expectation of privacy in the use of these services or in any data or information obtained or generated through the use of these services, and that my access to these services may be restricted or denied without prior notice and without my consent. All records, reports, e-mail, software and other data generated by or residing on a Department computer system are the property of the State of Maryland and may be used by the State of Maryland for any purpose. DPSCS or personal information should not be stored on a Department computer system's hardware.

I understand that I may make incidental personal use of the Department's computer systems, e-mail and Internet services as long as that use does not interfere with my or another employee's job performance, duties or responsibilities; interfere with or limit e-mail, Internet services or other computer system operations; obligate the State to any unauthorized expenditure; or involve any prohibited use described in the Department's Executive Directive – Use of Computer Systems, Electronic Mail and Internet Services.

I acknowledge that the Department has authorized me access to the Department's computer systems, as a privilege, for the purpose of performing my authorized duties and responsibilities for the Department.

I have read, understand, and agree to abide by the Department's Executive Directive – Use of Computer Systems, Electronic Mail and Internet Services.

I understand that the Department's Secretary's Department Directive – Use of Computer Systems, Electronic Mail and Internet Services does not constitute a contract and the Department reserves the right to change the directive at any time.

If I observe or learn of any violations of the terms of this directive by others, I will report these violations to my immediate supervisor.

By signing this agreement, I certify that I understand and agree to comply with the terms and conditions of the Department's Executive Directive – Use of Computer Systems, Electronic Mail and Internet Services and this agreement. I also acknowledge that any violation may result in disciplinary action and the termination of my privilege to access Department computer systems, e-mail and Internet services.

Employee Name (Print): \_\_\_\_\_

Employee Name (Signature): \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Date: \_\_\_\_\_