

Chesterfield County, Virginia

E-mail Web Access User Agreement

E-mail Web Access users agree to abide by Chesterfield County Administrative Procedure 7-8, Internet and E-mail Usage Policy and understand that they are responsible for all activity performed with a county-provided network account.

Users of E-mail Web Access are strictly prohibited from:

- sharing credentials (account/password) with others;
- saving confidential or otherwise prohibited information, such as e-mails or file attachments, to a local drive or other personally owned external device, such as a USB or flash drive;
- circumventing security controls associated with this use of the county's network;
- using E-mail Web Access in any way that disrupts the county's network;
- allowing the uncontrolled public display of confidential or otherwise sensitive county information.

E-mail Web Access users must take precautions to keep the county's information safe. At a minimum, users must:

- avoid others' clear view of credentials or other county information contained in e-mails or attachments on their computer screens, no matter whether they access their work e-mail at home or in public areas, such as coffee shops;
- log off when done with a session using a public shared device for access;
- log off or lock their computer screens before leaving a device unattended.

Users agree to comply with Administrative Procedure 6-17, Fair Labor Standards Act Compliance. Furthermore, users who are nonexempt from the act agree to use E-mail Web Access only for convenience or incidental use, such as to quickly check e-mail status. Nonexempt employees shall not voluntarily work extra hours without supervisory approval, and substantial use of E-mail Web Access outside of approved work schedules is prohibited without supervisory approval.

Violations of the terms identified in this agreement are subject to disciplinary action up to and including termination.