

TRI-TOWN SCHOOL UNION
(Topsfield, Middleton, Boxford)
OFFICE OF THE SUPERINTENDENT

28 Middleton Road
Boxford, MA 01921

Tel (978) 887-0771
Fax (978) 887-8042

**ACKNOWLEDGEMENT OF RECEIPT OF THE BOXFORD PUBLIC
SCHOOLS EMPLOYEE HANDBOOK**

I understand that via the Boxford Public Schools website, <http://www.tritownschoolunion.com>, I have access to the Boxford Public Schools Employee Handbook. I understand it is my responsibility to read the Employee Handbook and become familiar with its policies, benefits, and employee responsibilities.

I understand that nothing contained in the Employee Handbook will constitute any employment contract with the Boxford Public Schools or the Town of Boxford. Nothing contained in the Employee Handbook is intended to interfere with any rights or benefits protected by law.

I understand that I am responsible for complying with the policies, rules and procedures set forth in the Employee Handbook, as amended and supplemented by the Boxford Public Schools.

**ELECTRONIC COMMUNICATION EMPLOYEE ACCESS
ACKNOWLEDGEMENT FORM**

I understand that all Boxford Public Schools electronic and telephonic communication systems (e.g., email, voice mail, telephones, computers, fax machines, etc.) and all information transmitted by, received from, or stored in those systems are the property of Boxford Public Schools. I also understand that these systems are to be used primarily for job-related purposes. Although limited personal use of these systems is authorized, provided it does not interfere with the employee's work or the business of the Boxford Public Schools, I acknowledge that I have no expectation of privacy in connection with the use of these systems or with the transmission, receipt, or storage of information on these systems.

I agree not to use a code, access a file, or retrieve any stored communication on these systems unless authorized by the Boxford Public Schools. I acknowledge and consent to the Boxford Public Schools monitoring my use of these systems at any time at its discretion. Such monitoring may include printing and reading all e-mail entering, leaving, or stored in Boxford Public Schools' systems, as well as listening to my voice mail messages or telephone conversations from time to time.

Employee Signature

Print Name

Date