

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

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28 Middleton Road  
Boxford, MA 01921

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

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

I understand that via the Topsfield Public Schools website, <http://www.tritownschoolunion.com>, I have access to the Topsfield 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 Topsfield Public Schools or the Town of Topsfield. 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 Topsfield Public Schools.

**ELECTRONIC COMMUNICATION EMPLOYEE ACCESS  
ACKNOWLEDGEMENT FORM**

I understand that all Topsfield 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 Topsfield 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 Topsfield 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 Topsfield Public Schools. I acknowledge and consent to the Topsfield 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 Topsfield Public Schools' systems, as well as listening to my voice mail messages or telephone conversations from time to time.

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Employee Signature

Print Name

Date