



**CITY OF AUSTIN
PLANNING & DEVELOPMENT REVIEW DEPARTMENT**

**Internet and Electronic Mail Acceptable Use Policy
Acknowledgement / Acceptance Letter**

The City of Austin has provided its employees the ability to access the Internet to promote communications, research, improvement of business processes, and exchange of information. However, not all uses of the Internet, or the information contained within is geared towards the needs of the City or its employees. Because of this, the City of Austin has implemented an Acceptable Use Policy addressing how the Internet should and should not be utilized within the City of Austin.

All uses of the City computer equipment, electronic facilities, and electronic data are restricted to work related purposes only, and are open for disclosure under the Texas Open Records Act. Use of the Internet, and Internet e-mail, will be allowed only by acceptance and compliance with the Acceptable Use Policy.

I have read and agree to comply with the City of Austin Internet and Electronic Mail Acceptable Use Policy. I further realize that any violation of the rules and procedures contained within will be grounds for immediate revocation of my access and may result in disciplinary action.

Employee Name: Eric Gomez

Social Security Number:

Department: Planning & Development Review Department

Division: Site & Subdivision Inspection

Employee
Signature:

Date: 8/25/11