

**PROPER USE OF INFORMATION TECHNOLOGY POLICY  
ACKNOWLEDGEMENT STATEMENT**

**The Department's computers and other technological resources and equipment, as well as the network, DOT'S email system and internet access, are for official use. Therefore, any information placed, created, or transmitted in or through any of these resources belongs to the DOT, and that information, as well as any information accessed from these resources, may be monitored, searched, accessed, used, disclosed, and/or preserved by the DOT. The assignment or use of a User ID and/or password is not an indicator of privacy.**

**The use of any DOT computer or other technological equipment constitutes consent to these policies. There is no right of privacy in these systems and equipment, their content, or use.**

This document certifies that I have read and understand to abide by the requirements set forth in the West Virginia Department of Transportation Volume I, Chapter 10 - Proper Use of Information Technology policy. As an employee of the West Virginia Department of Transportation, I agree to comply with these policies and acknowledge that I am personally liable for misuse or abuse of the agency's computers or other technological resources. I understand it is my responsibility to comply with these policies and specifically, avoid the prohibited uses and/or review my current use to make sure it complies with the current procedures.

NAME (print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

LAST FOUR (4) DIGITS OF SOCIAL SECURITY NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

ORGANIZATION NUMBER: \_\_\_\_\_