



**LOWNDES COUNTY**  
*School District*  
CALEDONIA • NEW HOPE • WEST LOWNDES • CAREER TECH

**LOWNDES COUNTY SCHOOL DISTRICT  
EMAIL AGREEMENT FORM**

The use of electronic mail is one of the official means of communication with employees of Lowndes County School District. All employees (excluding temporary) are required to access and review LCSD e-mail on a frequent and consistent basis in order to stay current with district related communications. Employees must be aware of mailbox capacity and ensure that there is sufficient space in their accounts for email to be delivered. Employees must recognize that certain communications may be time critical. Employees are not held responsible for any interruption in their ability to access a message if the LCSD email system malfunctions or other district system related problems prevent timely delivery of or access to that message (power outage or email system viruses).

I have read the district's Email policy and understand that I must agree to abide by this policy to receive an account and have it activated. As a result of reading this policy:

\_\_\_\_\_ I agree to abide by this policy and wish to have an account installed and activated.

\_\_\_\_\_ I disagree with this policy and refuse to agree to the stipulations, which automatically relinquishes my right to a district Email account.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Principal/supervisor's signature

\_\_\_\_\_  
date

\_\_\_\_\_  
School or location

**"Challenging all students to attain their greatest potential."**