

# Three Rivers Education Foundation

## Internet Usage Policy

PLEASE READ BEFORE SIGNING

Three Rivers Education Foundation provides Internet access to employees. The policies listed below are a guide to help employees determine proper business Internet usage. Three Rivers Education Foundation reserves the right to modify policies at any time. Three Rivers Education Foundation reserves the right to suspend individual user accounts for violation of firm policies.

- Use of another employee's account or access to their personal files without their consent is strictly prohibited.
- All downloaded applications must be approved by the firm's network administrator before being installed on the network.
- Transmission of harassing or discriminatory E-mail or files (as determined by network administrator) is strictly prohibited.
- Access to pornographic sites is strictly prohibited.
- Disruptive behavior such as introducing viruses or intentionally destroying or modifying files on the network is strictly prohibited.
- Any personal use of the network for illegal activity is strictly prohibited.
- The network administrator for Three Rivers Education Foundation is David Bowman, Executive Director. Please call 505-436-2548 Ext. 104 for further information.

I have carefully read Three Rivers Education Foundation Internet Usage Policy. I understand and agree to adhere to the firm's guidelines. I understand that any violation of the policies could result in loss of access privileges and disciplinary action.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Three Rivers Education Foundation Distracted Driving Policy

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**Please read the Distracted Driving Policy, sign and return to your supervisor.**

Federal grant recipients, sub recipients and grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1, 2009.

I acknowledge that I have received a written copy of the Distracted Driving Policy, that I fully understand the terms of this policy, and that I agree to abide by these terms.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (printed)

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS  
(ACH CREDITS)

To be complete and signed by employee receiving Direct Deposit

Three Rivers Education Foundation

Company Name

45-0584483

Company Tax ID Number

I (we) hereby authorize Three Rivers Education Foundation, hereinafter called COMPANY, to initiate credit entries to my (our)  Checking /  Savings Account (select one) indicated below at the depository financial institution named below, and to credit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Bank Name

Branch

City

State, Zip

Routing Number

Account Number

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY Financial Institution a reasonable opportunity to act on it.

Name (please print)

E-mail Address for Direct Deposit

Date

Signature

**Note: All written Credit Authorizations must provide that the receiver may revoke the authorization only by notifying the originator in the manner specified in the authorization. Seven-day window needed to make payment corrections.**

Please attach a voided **check** here: