



# Mobile Device Agreement

Employee Name \_\_\_\_\_

**NOTE: For each device used/issued, a new Mobile Agreement must be completed and on file with the ITS department, including personally owned devices, before an account is set up/access granted.**

The purpose of this agreement is to establish an authorized method for controlling and monitoring mobile computing and storage devices that contain and/or access Boyertown Area School District (BASD) district data network resources.

Persons affected by these guidelines shall include, but are not limited to, the BASD employees, consultants, vendors, contractors, students, and others who use mobile computing and storage devices that access BASD resources.

It is mandatory that users agree to read, comply, and accept the terms and conditions of the Acceptable Use of Internet, Computers and Network Resources (AUP), and its Administrative Regulation.

**Mobile computing and storage devices** include, but are not limited to; laptop computers, handheld wireless devices, slates, tablets, eReaders, smart phones, cell phones, and any other new or existing technology and devices.

**Regardless of ownership**, mobile devices must be authorized/enabled prior to connecting to BASD resources.

**Lost/stolen devices** must be reported to the department of Information Technology Services within 24 hours.

**Data security breaches** must be reported to the department of Information Technology Services immediately.

## The ITS department will monitor and enforce the AUP regarding the following:

- Applications (apps) installed on BASD owned devices are subject to review, and any apps deemed inappropriate may be removed.
- Internet filtering will be monitored and applied to all devices on the BASD network.
- It is the user's responsibility to backup their own data and apps for their devices.
- Mobile device management software and the associated device policies, installed by BASD, may not be modified and/or removed by the user.
- Any mobile device connecting to the BASD Microsoft Exchange server will be managed within the mobile device management software which will enforce device timeout settings and require an active passcode according to the policies established within the mobile device management software.
- Active Sync through the BASD Microsoft Exchange server is the ONLY supported method of email connectivity.
- BASD purchased apps downloaded to BASD owned devices are the property of BASD and shall not be transferred to personally owned devices under any circumstances.
- BASD owned mobile devices shall NOT be synchronized to personally owned computers or accounts under any circumstances.
- Devices assigned shall not be given/transferred/redeployed to another person WITHOUT prior authorization of the ITS department.
- Any device, whether personally owned or not, that utilizes the BASD network is subject to search where reasonable suspicion exists that the device contains evidence of a crime or violation of BASD policy. Such devices may also be searched where there is a reasonable belief that they contain BASD software or BASD non-public data.
- Users also explicitly agree that the ITS department may examine any non-BASD device accessing the BASD network for troubleshooting purposes.

## Liability

- **Personally owned devices-** The BASD assumes no liability for personally owned devices and/or the data on such devices. If a device is lost, stolen, or found to be non-compliant, the data may be wiped/erased (all data, apps, and settings). Any lost or stolen device that has been enabled to access BASD data **MUST** be reported to the ITS department without delay. Likewise, a data breach incident involving BASD data on any mobile device **MUST** also be reported to the ITS department without delay. In the event of BASD's engagement in legal action, an employee who uses their personally owned device for work purposes, i.e., email, Internet use, etc., must agree to surrender their personally owned device for eDiscovery investigation if requested by BASD's solicitor. It is recommended that location services remain enabled to facilitate finding the location of the device if lost or stolen.
- **District owned/employee used devices-** The BASD assumes no liability for apps installed on District owned devices and/or the data on such devices. If a device is lost, stolen, or found to be non-compliant, the data may be wiped/erased (all data, apps, and settings).
- **Lost or stolen devices-** The BASD assumes no liability for lost or stolen devices and/or the data on such devices. The BASD may request that the responsible party file a claim with their homeowners/renters insurance and will be responsible for any deductibles pursuant to the repair/replacement of such device. Replacement of the lost or stolen device will be at the discretion of BASD's Administration. Lost or stolen devices **MUST** be reported to Information Technology Services within 24 hours.

- **Expectation of privacy**- As per the Acceptable Use of Internet, Computers and Network Resources (AUP), users shall have no expectation of privacy when using BASD resources.
- **Downloaded apps**- All BASD purchased apps will be downloaded with the assistance of a coordinator according to established procedures. Free apps may be downloaded by the user. No personally purchased apps shall be installed on district owned devices regardless of who purchased the app.
- **Inappropriate use** of mobile devices and technology resources is addressed in the Acceptable Use of Internet, Computers and Network Resources (AUP).

**Educational use/employee assigned devices**

- The employee agrees to abide by the Board policy and the Acceptable Use of Internet, Computers, and Network Resources. A signed Mobile Device Agreement must be on file with the ITS department before the employee receives access to the BASD network or is assigned any technology-related device.
- The employee agrees to be responsible for the proper care and protection of the device.
- The privilege of using the device may be revoked if the device becomes a disruption or there is evidence of misuse of the device.
- Notify the department of Information Technology Services department within 24 hours if the device is lost, stolen or misused.

**Work product use**

- The employee/other person as defined above agree to abide by the Board policy and the Acceptable Use of Internet, Computers, and Network Resources. A signed Mobile Device Agreement must be on file with the Information Technology Services department before the employee/other person receives access to the BASD network or is assigned any technology-related device.
- Employee/other person agree to be responsible for the proper care and protection of the device.
- The employee/other person agrees to follow program plans for using such devices and complete all work products as assigned.

**Disclaimer**

BASD makes no warranties of any kind, either expressed or implied, that the functions of the mobile device, apps, or programs provided will be error-free or without defect; BASD will not be responsible for any damage users may suffer, including, but not limited to, loss of data or interruptions of service; the BASD is not responsible for the accuracy or quality of the information or data stored on the device; and the BASD will not be responsible for any financial obligations arising through the unauthorized use of the device or resource.

By signing below, I/we understand and agree to the terms and conditions as listed above.

Employee Name (Print) \_\_\_\_\_  District owned device  Personally owned device

**COMPLETE SECTION 1 OR SECTION 2 ONLY**

SECTION 1 - District Assigned Device			SECTION 2 - Personal Device (BYOD)	
Employee Signature		Date / /	Employee Signature	
Building & Room		Grade or Subject	Date / /	
ITS Representative		Building		
Make/Model #	Asset Tag #	<input type="checkbox"/> iPad/Protective Carry Case <input type="checkbox"/> Laptop <input type="checkbox"/> Power Cord <input type="checkbox"/> Mouse <input type="checkbox"/> Apple TV <input type="checkbox"/> Adapter _____ <input type="checkbox"/> Other _____	MAC Address	
Serial #	Ticket #		Serial #	Phone # (if applicable)

**BASD Office Use ONLY (Applies Only To Section 1)**

ITS Representative		Date / /			
<b><u>District Device Returned Information</u></b>					
Serial #	Asset Tag #	Ticket #	<input type="checkbox"/> iPad/Protective Carry Case <input type="checkbox"/> Laptop <input type="checkbox"/> Power Cord <input type="checkbox"/> Mouse	<input type="checkbox"/> Docking Station/Port Replicator <input type="checkbox"/> Apple TV <input type="checkbox"/> Adapter _____ <input type="checkbox"/> Other _____	
Employee Signature		Date / /	Building		Grade or Subject