



Mobile Device Use Policy

All [REDACTED] equipment is governed by the [REDACTED] Technology Policy. The intent of the [REDACTED] Technology Policy is to protect [REDACTED] employees, clients, and [REDACTED] from illegal or harmful actions by others, whether these actions are done knowingly or unknowingly. Every employee or volunteer who uses [REDACTED] equipment is responsible for reading and following the [REDACTED] Technology Policy.

In addition to the [REDACTED] Technology Policy, this Mobile Device Use Policy describes appropriate use of [REDACTED]-owned laptops, tablets, cell phones, hotspots, power cables, and other items (“equipment”). If you have questions about what is appropriate use, you should consult the IT Manager or the Chief Information Officer (CIO).

In return for [REDACTED] providing me with equipment to do my work, I agree to the following:

- 1) I agree to use reasonable care when using my mobile device(s). This includes but is not limited to using care to ensure the equipment is not dropped or damaged, not placing drinks or food in close proximity to the equipment, and not leaving the equipment in an unattended vehicle. Laptops should be on a flat, solid surface, not on a bed or pillow, when in use so that air can circulate through the device. Extreme temperatures, sudden changes in temperature, liquids, crumbs, or debris, can cause damage to the equipment.
- 2) I understand and acknowledge that I will use the equipment provided to me for my work at [REDACTED]. [REDACTED] equipment is not intended to be a replacement for any computers I may own personally. Use of [REDACTED] equipment for personal purposes should be within the standards of good judgment and common sense, in compliance with [REDACTED]'s Technology Policy and other policies, regulations, and statutes on acceptable use, and as required by applicable software license agreements.
- 3) I understand that I am assigned equipment for my exclusive use and I will not allow any other individuals to use the equipment. I agree that misuse of the equipment may be cause for suspension or termination of my borrowing privileges.
- 4) Employees and volunteers who work with Personally Identifiable Information (PII), including client information, are prohibited from downloading files containing such information to the local hard drive of the device or to other equipment.
- 5) [REDACTED] equipment is loaded with a standard suite of software and security applications approved and installed by [REDACTED]. I agree not to tamper with any hardware or software, nor to allow others to do so. Applications which have not been approved by [REDACTED] will not be installed. If I need assistance installing an application, I will contact tech support at [REDACTED] or at [REDACTED].



- 6) I understand that [REDACTED] is not responsible for the loss of or damage to any of my work on the mobile device(s). All work should be stored on the [REDACTED] (on LAFPoint or on a specific drive), or on an [REDACTED]-approved application (e.g., LegalServer).
- 7) I understand that no wireless network is completely secure and agree to abide by [REDACTED]'s policies on acceptable use.
- 8) It is my responsibility to deliver the Equipment to a designated location for updates upon notification from the Information Technology staff.
- 9) In the case of loss or theft of the Equipment, I will immediately notify: a) my manager, b) the CIO or IT Manager, and c) the Human Resources department. I also agree to file a police report and provide a copy of the report to the CIO or IT Manager, and the HR department in the event of a theft.
- 10) In the event that my employment with [REDACTED] ends, I will return all assigned equipment to Information Technology staff on or before my last day of employment. If I fail to return the equipment, I understand that I may be liable for the replacement cost of the equipment.

Signature	
Printed Name	
Date	

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For Staff Use Only:

	Laptop	Tablet	Cell Phone	Hotspot
Asset Tag				
Make				
Model				
Serial				
IMEI				
Phone Number				
Power Cables				
Carrying Case				