Non-SCS Communication Devices - Authorization Agreement

General Guidelines

1) All users utilizing non-SCS Communication Devices must sign this authorization agreement form for access to any SCS network and/or access to SCS Enterprise Email on the device.
2) This agreement allows Information Technology to enable non-SCS Communication Devices to access the SCS District network(s) associated with the user’s most utilized location of business.
3) This agreement allows Information Technology to enable ActiveSync for users’ District Enterprise Email account to be accessible on their non-SCS Communication Device.
4) Users agree that while Active Sync might be enabled on their non-SCS Communication Device, Information Technology Technical Support is not provided for non-SCS Communication Devices.
5) Users agree that Information Technology has access to wipe the device in the event of an internal/external audit or suspicion of malicious activity or harm to the District.
6) Users agree to adhere to all SCS Policies including (but not limited to) Policy 4013 “Cell Phones/Personal Communication Devices” and Policy 4015 “Acceptable Use Policy”.
7) Information Technology reserves the right to turn off Active Sync capabilities for SCS email accounts using non-SCS email devices with prior notice to users.
8) SCS is not responsible for any loss of information/data on non-SCS Communication Devices.

Internal Audit

1) The Division of Internal Audit shall have at its discretion, the right to inspect, audit or examine on a test basis, the use of cell phones, and the disposition of all portable electronic devices as deemed necessary to safeguard the assets of SCS.

Agreement

I have read, understand and agree to comply with Shelby County Schools District’s Non-SCS Communication Devices Authorization Agreement as stated above.

___________________________________________  ________________________  ___________
Employee Signature & Phone Number   Employee Name (Printed)   Date

___________________________________________  ________________________  ___________
Principal Signature (if school based)     Employee Name (Printed)   Date

___________________________________________  ________________________  ___________
Department Head Signature (if Central Ofc based)   Employee Name (Printed)   Date

___________________________________________  ________________________  ___________
CIO Signature   Employee Name (Printed)   Date

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