



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