MOBILE DEVICE USER AGREEMENT

Purpose: This Agreement defines the responsibilities that users must undertake and the rules which must be adhered to once being granted an approved mobile device or receiving approval to use a personally owned device to connect to and access State network resources.

Agreement: I understand that I have been assigned a state-owned mobile device which may contain or provide access to confidential data, systems and devices OR I have been authorized to connect to and access State network resources with my personal device.

Check the appropriate selection below:
- Assigned State Device
- Personally Owned Device

I agree to utilize my mobile device as detailed below.

I agree to:
- Utilize the State Mobile Device Management (MDM) application when accessing state resources except for those publicly available
- Update my device(s) operating system (OS) and MDM application as soon as updates are released
- Follow all applicable DoIT and Agency policies and procedures
- Not modify any security settings put in place by the Department of Information Technology (DoIT)
- Contact DoIT only with questions and issues regarding state-owned devices as it relates to the MDM solution. All other questions should be addressed by the agencies business office (or individual responsible for purchasing said device).

I understand that the following uses of mobile devices are in violation of this Agreement:
- Sharing this device, or the data and information on this device, with unauthorized persons
- Storing business information outside of the MDM application
- Changing any security settings established by DoIT
- Attempting to access State network resources other than those authorized to me or made publicly available
- Utilizing the mobile device for email, texting or browsing while operating a motor vehicle without hands free technology per RSA 265:79-c

I also understand that:
- I must immediately report the loss or theft of this device to my supervisor and the Central Help Desk at 271-7555 or e-mail helpdesk@doit.nh.gov.
- All activity conducted while doing State business is the property of the State of New Hampshire
- My employer will monitor state-owned device cellular invoices and may seek reimbursement for unauthorized use or damage
- DoIT reserves the right to monitor network activity including email, so there is no expectation of privacy
- DoIT provides support on a best effort basis

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- My mobile device may be disconnected from the State network, without notification, if suspicious or malicious traffic is identified
- I must return damaged or broken state-owned devices to my agency and contact the DoIT Help Desk to wipe the device
- No commercial, individual or “family calling” plan rules apply
- Usage data may be logged for auditing purposes. Logged items may include, but are not limited to: phone call session data, web traffic data, text message data, email data, GPS related data and direct connect data
- Personal devices and accounts, including mailboxes, voice mail and cloud storage such as dropbox accounts, are subject to Right to Know (RTK) and Litigation Hold requests if they are used to conduct state business which includes but is not limited to text messages, e-mail, voice mail messages, documents, and pictures.

Accountability:

The Authorized User approved to use a mobile device understands that by signing this Agreement that:

- I have read the Agreement and fully understand and agree to abide by the above Agreement; and
- I understand that violation of any of the conditions listed on this agreement may result in the return of the state-owned mobile device and/or restitution of unauthorized charges, disconnection of a personal device and/or disciplinary actions up to and including termination of employment and possible legal action.

The signatures at the bottom of this document are legally binding and indicate the party who has signed has read and understood the terms and conditions.

____________________________  ______________________________  ___________/
Authorized User Name (PRINTED)  Signature  Date

____________________________  ______________________________  ___________/
Manager Name (PRINTED)  Signature  Date

Device #1: Make______________  Model: _______________ Phone Number: ______________
Device #2: Make______________  Model: _______________ Phone Number: ______________
Device #3: Make______________  Model: _______________ Phone Number: ______________