

**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](mailto: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

