

Smart Device Synchronization Services User Agreement & Authorization

I (the undersigned employee), as an authorized user of the Archdiocese of Chicago email system and syncing services, have reviewed Electronic Communications Tools and Smart Phones and Tablet Devices policies and the related information. I understand these policies and the acceptable and unacceptable uses of the AOC computers, equipment, network facilities, email and mobile device syncing services, provided to me and authorized below. I further understand that I have no expectation of privacy in the use of these systems and devices which are subject to monitoring, inspection, records management and security policy enforcement and that all information created, stored or transmitted via these systems and devices are the property of the Archdiocese of Chicago.

I agree to comply with the terms of these policies and usage agreements.

I will never allow another user to access these facilities with my user ID, password or PIN.

I will safeguard the smart syncing device always controlling access via a pin, hardware or biometric means.

I will use a protective cover and case on any corporate-provided smart device. Insurance coverage is recommended.

I understand that software for device management and end point security may be required on the device.

I will promptly notify my carrier and IT if the device is lost, stolen, or replaced, or if my service with the Archdiocese of Chicago terminates or changes, allowing services to be suspended by the carrier and IT to erase and return the device to factory default to prevent unauthorized access to AOC proprietary information. In the event of a lost device, termination or change in employment or an identified risk to AOC data resident on a device, an erasure of all data on the device will be initiated remotely by the Office of Information Technology, and may be done without notice. I understand that I am responsible for the backup of any information stored on the smart device outside of that information configured to sync with the Archdiocesan email system.

I further acknowledge that any personal programs and data I may add to the device are not backed up, supported or maintained by the AOC IT Office and agree to hold the Archdiocese harmless for any loss or breach of personal data, apps, programs, or information on the device. I further understand that only apps from the authorized sources are to be used on AOC synced smart devices. Only devices and operating configurations approved and supported by IT may be used. (Consult the IT web site at <http://it.archchicago.org> for details.)

I also understand that that due to the nature of over-the-air synchronization and service availability issues (loss of signal, failure to routinely sync, failure to sync due to a password change or other issues), syncing and data delivery may be interrupted and delayed. It is my responsibility as a user to be aware of these issues and resultant delays in proper receipt of information that may result and to address these issues accordingly.

Non-AOC owned devices may only access the AOC email system using the mobile device Internet browser and GroupWise Web access via the standard interface or the simple web access interface.

As a smart device user, I am responsible for the device configuration, settings and trouble shooting and will contact the carrier for support.

I understand that failure to comply with the policies and usage agreements can result in actions ranging from denial of access to termination of employment.

Employee Name (*printed*)

Employee Signature

Date

Organization Name (Agency/Parish/School)

Org ID #

See next page for approvals and details on the device(s) to be authorized

SMART DEVICE SYNCING SERVICE APPROVAL
ALL SIGNATURES ARE REQUIRED

Approved by:

_____	_____	_____
Department Director/ Pastor/Principal Name (printed)	Signature	Date

NOTE: To obtain new wireless services contact your organization's wireless services administrator or contact the Coleman Group at 312-850-4134. The Office of Information Technology does not order cellular services or provide replacements for defective equipment. The Office of Information Technology provides syncing services only and cannot troubleshoot or replace equipment. Contact your service provider (carrier) for those issues.

To request and authorize smart device syncing services, or authorize a new device, submit this completed form and a copy of: Customer Sales Receipt or Monthly Billing Statement or Shipment Invoice to OIT via fax to 312-534-5346. Turnaround time for the provisioning of services may take up to 3 business days and will require your password. The syncing setup information required will be supplied to the user via their AOC Group Wise email. The device setup is a smart device user responsibility.

Carrier: _____ Wireless #: _____

Device Model: _____ Operating System version _____

Serial#: _____ MEID# _____

Contract Owner: _____ Carrier Account #: _____

See next page to provide details for additional devices to be provisioned.

Device 2

Carrier: _____ Wireless #: _____

Device Model: _____ Operating System version _____

Serial#: _____ MEID# _____

Contract Owner: _____ Carrier Account #: _____

Device 3

Carrier: _____ Wireless #: _____

Device Model: _____ Operating System version _____

Serial#: _____ MEID# _____

Contract Owner: _____ Carrier Account #: _____

Device 4

Carrier: _____ Wireless #: _____

Device Model: _____ Operating System version _____

Serial#: _____ MEID# _____

Contract Owner: _____ Carrier Account #: _____