

**MOBILE COMMUNICATION DEVICE USER AGREEMENT**

I, \_\_\_\_\_ am being provided by the University of the District of Columbia with a \_\_\_\_\_. I work in \_\_\_\_\_ and my unit head is \_\_\_\_\_. My university phone number is \_\_\_\_\_ and my device plan includes \_\_\_\_\_ minutes per month, unlimited nights & weekends, national long distance, and unlimited email and unlimited text messaging. 411 calls, video and gaming are prohibited. International calls are not covered unless authorized in advance by the unit head. I understand that this device is a tool to assist me in University operations and is to be used only for University business purposes. The University will pay for the initial device cost and monthly access fee for the above plan. If inappropriate usage of the phone occurs (*refer to Mobile Communication Devices Policies and Procedures*), the Director of Information Technology is authorized to collect the cost of the unauthorized use, notify the employee's unit head of the inappropriate use, and revoke the use of the mobile device. As a condition of accepting this equipment, I agree to the following terms:

1. I have read and agreed to the *Mobile Communication Device User Agreement*.
2. I understand my cell phone plan and what is covered.
3. I will not accrue additional text/data/download/additional charges over my given plan.
4. I will not use the phone to make international calls unless I am traveling internationally for official University business. If I need to make international calls, my unit head will request such use.
5. I will safeguard the equipment. If the equipment is lost or stolen, I will immediately inform the Telecommunications Manager and I will file a lost property report with the University Campus Police. I understand that I may be responsible for the cost of the device.
6. Upon leaving the university or lack of additional business need, I will notify the Telecommunications Manager and return the mobile device to OIT.
7. If I am involved in a motor vehicle accident or am ticketed for using the cell phone while operating a motor vehicle, I understand that such use of university property is absolutely forbidden under this User Agreement and University rules and will be considered outside the scope of my employment. Further, in such a case I understand that I will be personally responsible for obtaining and paying for my defense and any resulting costs or liability and will be neither indemnified nor defended by the University.

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

