

MOBILE DEVICE REQUEST / AGREEMENT



The following pertains to employees of the Park District using mobile devices for daily communication.

- District devices are for conducting District business and are not for personal use at any time.
- Device use by employees is permitted by the District when necessary for conducting job responsibilities and daily communication.
- Messaging is permitted only on District issued devices when it is necessary to perform job duties.
- All usage on District issued or **personal cell phones** about work related business creates a public record that is subject to WA State public disclosure law and retention requirements.
- District devices will be enrolled in the District's Mobile Guard back-up service.
- Digital communications must always remain professional including: no jokes, derogatory, political, or discriminatory remarks. Anything recorded can be used in litigation.
- Apps downloaded onto a District device are to be for District use only.
- Allowances are not provided to employees using their personal devices for District related business or communication.
- Due to the difficulty of obtaining digital records from personal devices, personal devices are not to be used to routinely conduct District business or communication.
- Personal devices are not to be used at any time for District related messaging, photography, or video content.
- All email communications on personal devices will be conducted through browsers only.
- District staff must be notified of any changes or damage to issued devices.
- Employee is responsible for safeguarding phone. If lost or damaged, Executive Director or designee will determine who will bear cost to replace or repair.
- District devices will be turned into the District by all employees upon departure from employment and cleared of security PIN or access codes.
- iMessages must be disabled on all iOS devices.

By signing this agreement, the employee understands the above criteria and that **any** District related content becomes a public record and must be retained in accordance with WA State public disclosure law and retention requirements, any personal device used must be made available to the District by the employee upon request.

Employee Name: _____ Job Title: _____

Type of phone requested: _____ iPhone _____ Android

Employee Signature: _____ Date: _____

Manager Submitting Request: _____ Division: _____

Signature of Manager: _____

Approval: _____ yes _____ no

Signature of Executive Director: _____ Date: _____

Following placement of order: Phone number: _____ Device: _____