

# Palermo Union School District (PUSD)

## Personal Device Data Access Request Form

Use to request data access on employee-owned device

**Submit completed form to Information Technology Services Department**

Employee Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Device Serial #: \_\_\_\_\_

With approval of your supervisor, an employee may receive E-mail/Data access for use of a non-district owned device, if there is a valid need as determined by their supervisor.

**Employee signature below indicates acknowledgment and agreement to the following:**

- The employee is responsible for backing up their own personal data and apps
- All costs related to the purchase, maintenance and/or repair of the employee-owned mobile communication device are the sole responsibility of the employee.
- All upgrades or patches for the device must be installed by the employee
- PUSD cannot be held responsible for any loss of personal data on an employee-owned device as a result of E-mail/Data access
- Personal devices are not authorized to connect to PUSD owned computers without administrative approval
- Web filter policies will apply when connected to PUSD networks
- ITS does not support or troubleshoot personally owned devices
- PUSD cannot be held responsible for any cellular data overages for devices with PUSD Email connected
- Devices with PUSD E-mail/Data access must have the auto-security lock feature of the device enabled at all times to protect PUSD E-mail data
- The security passcode of the device must not be shared with anyone to ensure PUSD E-mail data is secured

By signing this document, the employee agrees to comply with the PUSD Employee Use of Technology Policies (BP 4040 & E 4040).

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_ *Please sign in blue ink*

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ *Please sign in blue ink*

Approved

Denied