

## PORTABLE ELECTRONICS REQUEST FORM & USAGE AGREEMENT

Cell Phones – iPads – Air Cards

The Information Technology Department will forward this form to Internal Audit for processing after all signatures are acquired.

### **General Guidelines**

- 1) The administration will assign portable electronics based on need and availability.
- 2) All users issued with SCS portable electronics must sign a District user agreement form.
- 3) Use of the District's portable electronics for District business use only.
- 4) Users may be held financially responsible for lost, stolen, damaged, or abused portable electronics.
- 5) Cell phones are intended for business use only; any personal calls will be subject to usage charges and/or penalties as established by SCS policy 4013, District Cell Phones/Personal Communication Devices Policy.

#### **Internal Audit**

The Internal Audit Department shall have at its discretion, the right to inspect, audit or examine the use of District cell phones and the disposition of all District portable electronic devices as deemed necessary to safeguard the assets of SCS.

#### Agreement

**Shelby County Schools Policy: 4013** establishes the guidelines for cell phones and portable electronic devices provided by the District. All employees who are assigned District portable electronic devices are responsible for adhering to this policy.

I have read, understand, and agree to comply with **Memphis-Shelby County Schools** Districts' portable electronics procedures. By accepting and utilizing a District cell phone or other portable electronic device. I authorize the District to withhold from my payroll check any funds necessary to cover any unauthorized cell phone charges and/or charges for lost, stolen or damaged equipment/devices.

Employee Signature	Employee Name (Printed)	Date
I, Supervisor's Name (Printe	have approved the portable electred)	ronics for the above-mentioned employee.
Supervisor's Signature		Date
completed by the Procureme	ent Department Assigned Portable Electronic	c Equipment
completed by the Procureme	Assigned Portable Electronic	c Equipment ss Air Card
Equipment Requested:	Assigned Portable Electronic iPhone iPad Wireles	

Shelby County Schools IT Department, Rev September 7, 2023



## PORTABLE ELECTRONICS REQUEST FORM & USAGE AGREEMENT

Cell Phones – iPads – Air Cards

**Purpose**: This form supports SCS Policy #4013 District Cell Phone/Personal Communication Devices. It is used for the following:

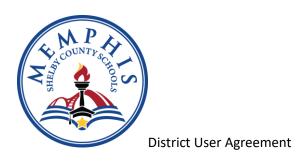
Requesting new or replacement devices for Directors and above

Requesting a user exception to the policy for employees who are not Directors or above

Recording acknowledgment of the District User Agreement

Instructions: Please complete the *Portable Electronic Request, User Exception Request* (if applicable) and District User Agreement sections of this form. Be sure to obtain the proper signatures from your area. Complete and attach this form to a Service Request at: <a href="https://mscsk12-ivanticloud.com">https://mscsk12-ivanticloud.com</a> – If additional assistance is needed, please email <a href="https://mscsk12-ivanticloud.com">Kimberly Holliday</a>, <a href="https://mscsk12-ivanticloud.com">HOLLIDAYK1@SCSK12.ORG</a> / MSCS Information Technology, 3772 Jackson Ave, Memphis, TN 38108

User's Name:	Office Phone:
Title:	
Location:	
Email Address:	
Budgetary Code:	
Justification for Request:	
Equipment Requested: IPhone iPa	d Wireless Air Card Internal Air Card
DEPARTMENT APPROVALS:	
Regional Superintendent/Departmental Chief:	Date:
Chief Information Officer:	Date:
Chief Financial Officer:	Date:
Complete this section only if the user is not a Dire	ector or above
Justification for this Exception Request:	
<del></del>	
Exception Approvals:	
Superintendent/Designee:	Date:



# PORTABLE ELECTRONICS REQUEST FORM & USAGE AGREEMENT Cell Phones - iPads - Air Cards

Number Assigned: iPhone:	iPad:	Air Card:		
Acct# AT&T:	If <b>SIM</b> card activation is required, indicate SIM card number			
Procurement Designee				
By my signature below, I certify the Procurement Services of service can		equested for the requisition. It is my responsibility	to notify	
Receiver: (Print and Sign)		Date:		