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 acknowledgement 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. Email the completed form to fordsl@scsk12.org or send to: *Shawandra Ford, Information Technology, 160 S. Hollywood Ave, B-205 Barnes Building*

PORTABLE ELECTRONIC REQUEST						
PLEASE PRINT						
New Activation	or Replacement Equipment 🗌	If Replacement (provide phone #)				
User's Name:		Office Phone#				
Title:		Date:				
Location:	(December out (Cele and (Division))	Loc. No:				
E-mail Address:	(Department/School/Division)					
Justification for Requ						
Equipment Requeste	d: iPhone	Wireless Air Card Internal Air Card				
DEPARTMENT APPRO	OVALS:					
			Date:			
			Date:			
Chief Information Off	ficer:		Date:			
USER EXCEPTION REQUEST						
Complete this section of	nly if the user is not a Director or above					
Justification for this E	exception Request:					
EXCEPTION APPROVA	ALS:					
Superintendent/Design	gnee:		Date:			

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DISTRICT USER AGREEMENT

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 SCS portable electronics must sign a District user agreement form.
- 3) Use of the District's portable electronics is for District business use only.
- 4) Users may be held financially responsible for lost, stolen, damaged or abused portable electronics.

I have read, understand and agree to comply with Shelby County Schools District's portable electronics procedures.

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.

By according and utilizing a District call phone or other portable electronic device Lauthorize the District to withhold from my payroll

Supervisor's Name (Printed)		
, Supervisor's Name (Printed)	, have approved the portable electronic	s for the above-mentioned employee.

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	FOR USE BY PROCUREMENT	SERVICES ONLY		
Number Assigned: iPhone:	iPad:	Air Card:		
Acct# AT&T:	If SIMM card activation is required, indicate SIMM card number			
Procurement Designee				
	CELL PHONE/PORTABLE D	DEVICE RECEIPT		
By my signature below, I certify that I	have received the equipment req	uested for this requisition.	It is my responsibility to notify	
Procurement Services of service cancell	ation.			
Receiver: (Print and Sign)		[Date	