



## Westmont College Provided Cell Phone Agreement / College Property Form

In light of your job responsibilities, Westmont College is providing you with a college-owned cellular device to assist you in communicating effectively with other employees, outside clients and vendors. The purpose of this Agreement Form is to outline how the Westmont College cell phone program operates and how you, as a Westmont College employee, can help the College manage this program effectively.

**By receipt of the college-owned cellular device and your signature below you acknowledge the following:**

You are in possession of a college-owned cellular device and are participating in the college's packaged monthly provider contract. Cellular services and devices purchased by the College are the property of the College. The primary use of the service and device shall be for College-related business. Personal use of the cellular device is permissible but within reasonable and appropriate limits. You are responsible for making good judgments on how best to use this college resource. You are authorized to remove the cellular device from campus.

**Expectations for your use of a college-provided cellular device are as follows:**

- o Initial costs for the phone purchase and the monthly charges will be charged against the appropriate department budget.
- o The college has the right to monitor cellular device usage. Do not consider cellular devices and billing statements private or secure because the bill contains your name and an itemized listing of your device usage.
- o Call detail records generated from usage of your assigned device are considered business records of the College.
- o You are required to reimburse the college for ANY personal use resulting in a measurable additional cost to the college, including but not limited to overage charges. Payment shall be made by check or money order to "Westmont College" and given to your cost-center manager to process reimbursement to the department's budget. Payment is due upon receiving your monthly statement.
- o All customer service calls should be directed to the IT Helpdesk unit.
- o While driving you are expected to abide by the law and are encouraged to make responsible decisions about the use of cell phones even if using a hands-free device.
- o You may not remove the SIM card from the college-provided cellular device and use it in any other device.
- o Your monthly service plan minutes and additional features are listed below. No additional features shall be used or added to your plan, even though your device might have the capability, without prior approval from the cost-center manager.
- o It is your responsibility to review and verify your cellular device usage against the monthly statement you receive. Any discrepancies must be reported to the service provider.
- o You are responsible for theft, damage, or loss of the cellular device when in your possession. You also acknowledge that you may be responsible for phone repair or replacement charges.
- o If a college-owned phone is stolen or lost, you must notify the IT Helpdesk as soon as possible to have the phone deactivated.
- o College-provided cellular devices may not be used by any person to transact or otherwise conduct a commercial business.
- o Improper use of cellular devices can result in disciplinary action, loss of service or privilege.

Device Manufacturer		Device Model		Monthly Minutes		Data Plan		Text Plan		<input type="checkbox"/> Other (See Notes on back or attached.)
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**I acknowledge and agree to abide by the above cellular device expectations.**

Your Name : \_\_\_\_\_  
(Type or Print)

Position/Job Title: \_\_\_\_\_  
(Type or Print)

Your Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

General Ledger Account  —  — 55051