

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
- To ensure protection of district data, PUSD reserves the right to remotely wipe the device if its lost, stolen, or the employee separates from PUSD without requesting ITS to disable the data access on their device
- If in the event the device must be remotely wiped, PUSD cannot be held responsible for any loss of personal data and apps
- If the device is lost or stolen, or if the employee is no longer in possession of the device (i.e. purchases a new device and gives former device to a friend) the employee must notify ITS immediately so proper security measures can be implemented to protect PUSD.
- 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
- ITS will configure the device to sync with PUSD E-mail via wireless network only
- ITS does not support or troubleshoot personally owned devices
- All upgrades or patches for the device must be installed by the employee
- 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

Employee Signature
Please sign in blue ink

Supervisor Signature
Please sign in blue ink

Approved

Denied