

Device Usage Agreement

The purpose of this document is to set out the responsibilities and acceptable usage guidelines for all staff that are in receipt of a mobile device/laptop computer or any other device for Eden Private Staff.

**Ownership:** The mobile device, Laptop, accessories, software and operating system remain the property of Eden Private Staff and are provided on a loan basis. These items can and may be recalled at any time.

**Modifications:** Additional software may not be installed, nor hardware modifications made without authorisation from the ICT Department of Eden Private Staff.

**Location:** There is an expectation that the mobile will be in the office on a daily basis, fully charged and operational when the day starts. Only upon completion of probation period (unless otherwise stated) may you take any equipment home during evenings/weekends/holidays.

**Personal Use:** The mobile/laptop device or any other device is not to be used for personal use.

**General Responsibilities:** The following are not permitted:

1. Accessing, sending or displaying offensive materials.
2. Using obscene or racist language.
3. Harassing, insulting or attacking others.
4. Damaging computers, computer systems or computer networks.
5. Violating copyright laws.
6. Using other people’s log-on details.
7. Trespassing in other’s folders, work or files.
8. Intentionally wasting limited resources.
9. Allowing use/loan of the mobile/laptop or any other device by any person other than the ICT Support Team or the named person, unless with prior agreement with ICT Support team of Eden Private Staff.

Users should also be aware that E-mail messages are considered to be a form of publishing and therefore subject to libel laws. Marking e-mail ‘private & confidential’ is no defence in a libel action. An e-mail message can attract court action even if it is only sent to people within the organisation.

1. Monitoring: Eden Private Staff reserves the right to monitor all employee usage to ensure proper working order, appropriate use by employees, the security of data, and to retrieve the contents of any employee communication in these systems. Management may access user files, including archived material of present and former employees without the user’s consent for any purpose related to maintaining the integrity of the network, or the rights of the company or other users or for any other reasonable purpose.
2. Privacy of Communications: While the network administration aims to provide a reasonable level of privacy, users should be aware that the data they create on the Eden Private Staff system remains the property of Eden Private Staff, and usually can be recovered even though deleted by the user.
3. Archiving and Backup of Data: Users are responsible for keeping up-to-date backup copies of their documents and data contained on the mobile.
4. Using Eden supplied devices to access social media websites such Facebook, twitter is allowed for work purposes only. Personal use is prohibited.
5. Modification of mobile device passwords/iCloud logins by any person other than the ICT Support Team or management team
6. Storing any candidate, client or other sensitive data obtained throughout the course of your employment on any device or personal email account which has not been issued by or managed by Eden Private Staff.

Insurance Usage Conditions

1. Equipment supplied by Eden will only be kept at Eden Private Staff offices or at a private residence upon completion of probation (unless otherwise stated). I agree the mobile should be available for inspection at any reasonable time.
2. I agree to inform Eden Private Staff immediately if any equipment is lost or damaged. If stolen, this must be reported to the Police within 24 Hours and a crime number obtained.
3. I agree to return the equipment on the termination of my contract to ICT Support of Eden Private Staff
4. I accept responsibility for the cost of repair/replacement of the equipment in the event of a breach of the above conditions

I have read and understood the Device Usage Agreement and Insurance Usage Conditions above and agree to abide by them.

Issued To ……………………………………………………………………………………………………………

Signed ……………………………………………………………………………………………………………

Name ……………………………………………………………………………………………………………

Department ……………………………………………………………………………………………………………

***Mobile Details***

Make/Model ……………………………………………………………………………………………………………

Serial No ………………………………………… Asset Number ………………………………………..

Date of Loan ……… / ………… / ……………

***Laptop Details***

Make/Model ……………………………………………………………………………………………………………

Serial No ………………………………………… Asset Number ………………………………………..

Date of Loan ……… / ………… / ……………