

Portable Device Terms and Conditions of Use Agreement

Purpose: This document represents an agreement between the Department of Finance Information Services Division (ISD) and the User of any portable device (hereafter, User) that is authorized to connect to State of Alabama Information Technology (IT) resources.

Scope: This agreement applies to any variety of portable or hand-held communication or smart phone device (such as Blackberry, Treo, iPhone, iPad) or any other type of device with similar inherent features. The agreement applies to both State owned/issued and personally owned devices.

Applicability: Any User possessing a State provisioned device must read and sign this agreement indicating that he or she understands and will comply with the terms and conditions of use. The agreement must be signed by an appropriate signing authority that represents the employing state agency of the User. The employing state agency assumes responsibility for enforcing the terms of this agreement.

Requirements: Any portable device User shall be subject to the requirements of the State of Alabama Cyber Security Policies, Standards, and Guidelines. The User shall submit annually, no later than January 31st, a completed *User Declaration* for each provisioned device that has been assigned to him or her.

A copy of the policies/standards/guidelines may be obtained from <http://cybersecurity.alabama.gov>.

This Portable Device Terms and Conditions of Use Agreement and User Declaration form may be obtained from: <http://cybersecurity.alabama.gov/forms.aspx>.

Users may be further subject to any rules, regulations, or policies of the user's employing agency.

Users connecting a **personally-owned** device to the state network shall also understand and agree to the following:

- **Service Agreement:** Technical support for a device is the owner's responsibility. State support personnel will perform only limited support such as provisioning the device so it can receive State email and connect to State network resources and limited diagnostic activities to establish whether a problem is hardware, software, or security incident related.
- **Incident Investigation:** In the event a device is involved in a security incident, investigative personnel will be allowed to examine the device when requested for forensics purposes to determine the cause of the incident. The device will be returned to the owner as soon as possible after examination. Refusal to allow examination may result in the device being denied further access to State resources.
- **Device Reassignment, Sanitization and Disposal:** Prior to disposal, upgrade, repair, and reuse or after User transfer, resignation, retirement, or termination, etc, all State data and connectivity settings shall be cleared from the device. The device is subject to a validation inspection by State personnel.

Routing and Retention: Completed User Declaration forms shall be forwarded to the Department of Finance, ISD via e-mail to mobile.security@isd.alabama.gov. ISD retains completed forms until replaced the following year or until the agreement is terminated, whichever occurs first.

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User Declaration

I, _____, acknowledge that I have read and understand the
[User printed name]

State of Alabama Portable Device security standards referenced above. I agree to comply with the requirements stated therein when accessing and using State of Alabama IT resources. I acknowledge that ISD may monitor my usage to ensure that I am complying with applicable State law and with Cyber and IT policies. I understand that ISD reserves the right to revoke access to any IT resource for any User who violates State Cyber or IT policies and could seek disciplinary action for violating said policies. I understand that, in the event of an actual or suspected security incident, investigative personnel will be allowed to forensically examine my personally-owned device, and that refusal to allow such examination may result in the device being decommissioned from State use.

Device Serial Number: _____

Description [Make/Model]: _____

User Signature

Date

Agency or Entity Name

Contact Number

Signing Authority Signature¹

Date

¹[Not required if User has signing authority]

***After completing this document, scan and e-mail this page to mobile.security@isd.alabama.gov
This Declaration form must be completed & submitted annually.**