



Cell Phone Request and User Agreement

Print Form

Business Services
Mat-Su Borough School District
501 N. Gulkana
Palmer, AK 99645
P: (907) 761-4001 || F: (907) 761-4091

Special Instructions: Refer to Business Operations Policy BOP 3513.1(b) for details regarding employee use of District cell phones / wireless devices. MSBSD may monitor your use of a District cell phone / wireless device.

Employee Name	<input type="text"/>	Employee ID #	<input type="text"/>
Job Title/Location	<input type="text"/>	District Phone #	<input type="text"/>

Justification for District Cell Phone/Wireless Device: Describe why your exempt position requires you to have a District cell phone/wireless device.

Employee Certification

My initials below indicate that I have read, understand, and agree with the requirements of each statement.

_____ I understand improper use of my District cell phone/wireless device may be considered misappropriation of District funds and, as such, may be cause for disciplinary action, up to and including termination of my employment. I further understand my consistent failure to adhere to District policies, regulations, and procedures regarding District cell phones/wireless devices will result in termination of my District cell phone/wireless device use privileges and may be cause for disciplinary action, up to and including my termination of employment.

_____ I understand my District cell phone/wireless device must be surrendered to the District immediately once I am no longer in an active paid status with the District, including voluntary separation, voluntary or involuntary termination of employment, and/or retirement.

_____ I agree to use my District cell phone/wireless device in a responsible, informed, and safe manner. I further agree to conform to network etiquette, customs, and courtesies when using my District cell phone/wireless device.

_____ I will not use my District cell phone/wireless device to harass or annoy any person or business, to operate a personal business, to connect to any service requiring a fee such as a 900 number, and/or to conduct illegal transactions, business, or activities. I further understand excessive use of my District cell phone/wireless device resulting in large monthly bills is also considered inappropriate use.

_____ I will not use my District cell phone/wireless device while I am operating a motor vehicle except in a hands-free mode using a Bluetooth device.

_____ I understand I will be held financially responsible for loss of or damage to my District cell phone/wireless device and/or charger if either is lost or damaged through my misuse or negligence.

_____ I understand the District will not pay for charges incurred if I download ring tones, applications, or other upgrades not specifically required by the District to perform my job duties.

Employee Signature		Date	Supervisor Signature		Date
Received	Date Entered	<input type="text"/>	Effective Date	<input type="text"/>	
	Entered By	<input type="text"/>	End Date	<input type="text"/>	