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consistent with industry best practices. This information may be referred to at any time by the
such as banking information, passwords, logins or other personally sensitive data.

C. Disposition/Turn-in:

It is the user's responsibility to return the device to the administrator within 24 hours of termination, transfer, or ineligibility. Failure to return the device and all associated components provided to the employee may result in a cost to the user equal to the device's current market value. The device must be signed out of all stored data connections.

D. Lost / Stolen / Damaged Devices:

If the device is lost, stolen or damaged to the point where it is unusable, it is the user's responsibility to notify the administrator immediately. If the device is lost or stolen after-hours, the user should immediately contact the service provider to report the loss and utilize the phone's tracking utilities to help locate and lock the device – such as Apple's Find My, Samsung's SmartThings Find, or Google's Find My Device.

When a device is reported lost or stolen, the administrator may attempt to prevent unauthorized access to the device by using Mobile Device Management (MDM) to find the device using the MDM (Mobile Device Management) console.

2. It is the user's responsibility to begin the replacement process by contacting their supervisor and completing the appropriate request form.

G. Replacement Before Term Completion

1. The replacement of a unit before term completion is not performed on significant cost and fees are associated with a blocked replacement. A blocked replacement is defined as a device that is replaced before the term of the contract. The device must meet minimum Board standards and must be currently supported by the Board. The Board will purchase the unit and forward any and all charges to the employee before release. Additional charges on top of those for the device, including contract buy-out charges, will be forwarded to the employee as personal charges.
2. If a device is deemed defective during the term, the device will be used to cover any replacement or repair costs. If the device is defective and the warranty period has expired, depending on the nature of the defect or frequency of occurrence, the user may be responsible for costs incurred as per the carrier's policy. Otherwise, if an in-warranty period, the cellular administrator will provide a replacement on an early upgrade for a defective device replacement no rate considered.

H. Monthly Billing Procedures:

Each month, a bill for the Board-issued device will be provided. A detailed report indicating the charges associated with the account. While all data is provided, the accuracy of each account, it is ultimately the responsibility of the employee to:

1. Ensure the information contained in the report is accurate and up-to-date;
2. There may be charges on the phone account which are not directly related to the employee and;
3. Ensure that all charges are approved with appropriate management approval unless authorized by management and/or the administrator.

- < Activation for trips not fully-subsidized by the Board or which no previous arrangements have been made);
- < Monthly long-distance packages;
- < Text messaging charges (out of country, messages sent while roaming, or premium text messages);
- < Data usage charges (either domestic or roaming);
- < Domestic long-distance charges (up to the allowed amount each month);
- < Out-of-country long distance charges (any amount);

