



PERSONAL DEVICE USAGE AGREEMENT

In order to ensure the security of the Regional District of Okanagan-Similkameen (RDOS) data network / resources, **all individuals connecting non-RDOS managed devices to the RDOS network are required to read the following terms and conditions, and sign the attached Personal Device Usage Agreement.** The agreement is to be approved by the IS Department prior to connecting to the RDOS network.

TERMS AND CONDITIONS: The User agrees to the following:

1. Report all security related issues to the Information Services Department immediately.
2. Must not connect any unapproved hardware devices to the network (e.g. printers, hubs, routers, etc.).
3. Report lost or stolen devices to IS Department as soon as possible.
4. RDOS related content on personal devices can be made public through a *Freedom of Information and Protection of Privacy Act* request. Access to these devices may be requested by the Head of FOI at any time.
5. Only approved devices – upon review of the signed Agreement – will be allowed to connect to the RDOS network. As technology changes at a rapid pace, please contact the IS Department to verify that your device is acceptable.
6. The device must have current vendor patches applied to all installed software.
7. The device must be password protected to unlock/use the device.
8. The device must automatically lock after a period of inactivity.
9. Device encryption must be enabled.
10. The IS Department will have access to the device as required to install and maintain any necessary software to enforce security standards.
11. The IS Department may control the device and remotely wipe it in the event that it is lost/stolen. This will remove all of the user's content.
12. The RDOS will not be liable for accidental damage to these devices that may occur during its operation or during a security investigation.
13. These devices will only be supported by the IS Department on a “best effort” level. Employees choosing to use these devices are expected to provide an advanced level of self-support.



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This agreement must be approved by the IS Department before any network connections are made. **Individuals signing this agreement must read, understand, and comply with all of the terms on the previous page. Failure to do so will remove your right to use the RDOS network.**

I have read the RDOS Personal Device Usage Agreement Terms and Conditions, and the Computer and Portable Device Usage and Social Media Policy. I understand its contents and agree to comply with its provisions.

Full Name: _____ Contact No.: _____

Device Type: _____ Model: _____

Serial No. _____

Please indicate the service(s) you require:

- RDOS Email
- Other (please provide name of application): _____

Device Owner (signature) Date

Authorizing Manager (signature) Print Name Date

IS Department (signature) Print Name Date

TO BE COMPLETED BY THE IS DEPARTMENT	
This agreement is in effect as of :	_____ <i>Date</i>

This agreement is void as of :	_____ <i>Date</i>
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