

California State University, Chico  
ADMINISTRATIVE SERVICES

Acceptance of Cellular Device Allowance

I concur with my supervisor's decision for me to carry a cellular device for performing job duties while away from campus. I understand the allowance is based on the device and service level specified by my supervisor. If I choose to purchase a device and/or service plan that is an upgrade from the specifications on the Cellular Device Request Form, I understand I will be responsible for any and all additional costs.

I understand that payment for purchase of the cellular device and for monthly service fees is entirely my responsibility. Resolution of billing disputes, equipment malfunction and service changes will be between me and the service provider I have chosen.

User Services support for cellular devices will be limited to providing information about campus e-mail servers on the campus wiki so that vendors may assist with configuration of devices for use with campus e-mail systems (see <http://wiki.csuchico.edu>).

User Services will not provide computer assistance with desktop software installation, synching, back-up and/or recovery of data for any cellular device.

Careful consideration should be given to any data stored on mobile computing devices or home computers and the associated risk of loss or theft. Protected Level 1 data should not be stored on a PDA/Smartphone or home computer. For additional information please review the campus Data Classification and Protection standard at <http://www.csuchico.edu/ires/security/employees.html>.

We recommend that a device password be set upon receipt of the phone.

When upgrading to a new PDA/Smartphone please take steps to ensure University data is properly removed from your old device.

In accepting the provision of this allowance, I understand the total annual allowance will be reported on my W-2 as wages.

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Signature