



# City of Hickory Mobile Device Usage Policy Acknowledgment Form

This form is used to acknowledge receipt of, and compliance with, the City of Hickory Mobile Device Usage Policy.

## Procedure

Complete the following steps:

1. Read the Mobile Device Usage Policy.
2. Sign and date in the spaces provided below.
3. Return this page only to Human Resources.

## Signature

By signing below, I agree to the following terms:

- i. I have received and read a copy of the "City of Hickory Mobile Device Usage Policy" and understand the same;
- ii. I understand and agree that any mobile device used to conduct City business may contain proprietary and confidential information about the City of Hickory, its residents or its vendors, and that this is and remains the property of the City at all times;
- iii. I agree that I shall not copy, duplicate (except for backup purposes as part of my job), otherwise disclose, or allow anyone else to copy or duplicate any City of Hickory data (email, documents, spreadsheets, presentations, drawings, maps, contacts, etc.) or City-owned software;
- iv. I understand that any and all information that is related to conducting City of Hickory business, whether on a City-owned or employee-owned device, is accessible under North Carolina General Statue Chapter 132, Public Records and potentially discoverable in the event of litigation involving the City.
- v. I agree that, if I leave the City of Hickory's employment for any reason, I shall immediately return to I.T. the original and copies of any and all software, materials, or equipment that I may have received that is either in my possession or otherwise directly or indirectly under my control. This is to include applications, license information, mobile devices, cases, chargers, cables or other City issued equipment.
- vi. I agree to all terms as outlined in the City of Hickory Mobile Device Usage Policy.

Employee signature: \_\_\_\_\_

Employee name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Department Head signature: \_\_\_\_\_