

## Request for Personal Mobile Device Connectivity to the ISD11 Exchange Servers

Name of User: \_\_\_\_\_ Building: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Type of Device (Make/Model/Provider): \_\_\_\_\_

Starting Fall 2009, Anoka-Hennepin employees who own personal mobile devices capable of running the Active Sync connection protocol can synchronize their district Exchange account (E-mail, Calendar, Contacts) data to their personal device.

Users must have devices with the following capabilities:

- **Active Sync compatible** – Blackberry devices are not supported
  - Windows Mobile software meets this criteria
  - Apple iPhone/iTouch meets this criteria
  - Other phones may meet this criteria
- Internet data plan on their device

**Before requesting the Exchange mobile services, users need to verify – with their device provider - their devices meet the capabilities listed above. This completed form must be signed and submitted to the Communications Technology Department at the ESC, Tracy Richards. Communications Technology staff will then enable Active Sync on the account and send the user the information needed to establish a connection from their personal mobile device.**

I agree to the following (by checking each agreement box and signing below):

1. A password must be set by the user and will be required to wake the device from sleep.
2. The password is set on the device itself and not when the user actually accesses district email; therefore, I will not share my device (and, therefore, the password) to anyone, including family members, since doing so will allow unauthorized access to my district e-mail account.
3. I agree that **I am solely responsible for backing up my personal data** in the event a wipe is necessary and that I will not hold Anoka-Hennepin staff responsible for recovering any data lost.
4. In the event that the personal device is discontinued, lost, or stolen, I agree to notify the Communications Technology Department (763-506-HELP) as soon as possible so the device can be wiped of all district data. I understand that wiping the device will reset the device back to the default settings, e.g., all contacts, pictures, customization, etc., will be removed, whether personal or not.
5. I agree that the district can also wipe the device of all data when requested by the Employee Services Department due to a personnel matter, and that all information will be removed, whether personal or not.
6. I am aware that, upon leaving the district, my device will be wiped and that all information will be removed, whether personal or not.
7. I understand that I am solely responsible for costs associated with any data plan; the District will not reimburse for that cost.
8. I understand that Anoka-Hennepin staff are not responsible for supporting my personal mobile device. I will contact my device provider if I have questions on setup or operation of my device.

I agree that this capability is a privilege. I have read and will adhere to all terms and conditions set forth in the Anoka-Hennepin ISD 11 Acceptable Use Policy and Guidelines Documents when using my device for business purposes.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date