



CITY OF SYRACUSE  
MOBILE TECHNOLOGY EQUIPMENT USE AGREEMENT

This Mobile Technology Equipment Use Agreement ("Agreement") hereby governs the use of all City of Syracuse mobile technology equipment (i.e. iPads, tablets, laptops) to any City of Syracuse Employee or appointed Board Member of the City of Syracuse. Any Employee or Board Member who accepts a mobile technology piece of equipment loaned by the City of Syracuse hereby accepts all the terms and conditions of this Agreement.

**Section 1     Loan Term**

Any Employee or appointed Board Member shall have one CITY OF SYRACUSE-owned mobile technology piece of equipment loaned to him/her for the duration of their employment when their job duties require it or for the duration of a City of Syracuse appointed Board Membership.

**Section 2     Employee or Board Member Responsibilities**

Any Employee or Board Member who accepts a City of Syracuse loaned mobile device is responsible for the general well-being of his or her loaned device. The general well-being means that the device shall be kept free of any damage that may be considered more than normal wear and tear.

**Section 3     City of Syracuse Responsibilities**

City of Syracuse Information Technology staff shall be responsible for the initial technical setup of all City of Syracuse related mobile technology equipment programs and details, such as: City of Syracuse email addresses and mail reading clients; and any other program, app, or other related setting that the City of Syracuse deems necessary for an Employee or Board Member.

Additional technical support may be available by City of Syracuse Information Technology staff, if necessary.

**Section 4     Privacy and Records Retention**

Any Employee or Board Member who uses or otherwise accepts possession of a City of Syracuse loaned mobile technology equipment shall have no reasonable expectation of privacy for his/her use or possession of the City of Syracuse loaned mobile technology equipment.

Any email that is sent or received in furtherance of City of Syracuse business, that uses the City of Syracuse's email domain, syrgov.net, and any information or attachment within any email that is sent or received using the syrgov.net domain, shall be a record for purposes of records retention and compliance of any applicable federal or state laws. Furthermore, the Employee's or Board Member's use of the City of Syracuse loaned mobile technology equipment is subject to the CITY OF SYRACUSE's policies, including but not limited to, the Records Retention Policy and Computer Use Policy.



**Section 5      Returns**

On or before the last day of an Employee’s employment with the City of Syracuse or on or before the last day of a Board Member’s membership to a Board, the person shall return the mobile technology equipment with all accompanying accessories.

**Section 6      Accessories**

Each City of Syracuse piece of mobile technology equipment will be loaned to an Employee or Board Member complete with a protective case and power charging cable and plug. For purposes of this Agreement, any and all accessories that accompany the piece of equipment are considered part of that equipment.

I, \_\_\_\_\_, hereby understand and agree to the above terms and conditions.

Dated this \_\_\_ day of \_\_\_, 20\_\_\_\_.

Mobile technology equipment Serial Number: \_\_\_\_\_.

Signature:\_\_\_\_\_.

Start date of loan: \_\_\_\_\_.      Return date of loan: \_\_\_\_\_.

Condition when loaned (mint, very good, fair, poor):\_\_\_\_\_.

Condition when returned (mint, very good, fair, poor):\_\_\_\_\_.

I, \_\_\_\_\_, acknowledge the return of:

Mobile technology equipment, \_\_\_\_\_ Cover, and \_\_\_\_\_ Charger\_\_\_\_\_.

Signature:\_\_\_\_\_ Date:\_\_\_\_\_.