

Attachment A: City-Provided Wireless Communication Device User Acknowledgment and Agreement

It is the City of New Orleans; right to restrict or rescind computing privileges, or take other administrative or legal action due to failure to comply with the above referenced Policy and Rules of Behavior. Violation of these rules may be grounds for disciplinary action up to and including termination.

I understand that I am using a wireless communication device that has been issued to me by the City of New Orleans in order to enhance my productivity and efficiency as an employee. I will restrict my personal calls to brief occasional calls if my personal use does not interfere with official business and imposes no additional expense upon the City. I will follow the established Wireless Communication Device Policy. I understand that failure to do so may result in loss of privileges, and as a City employee could result in disciplinary action, up to and including termination of employment.

I understand that I may be asked to reimburse the City of New Orleans for incurred charges and any fees related to the collection of those charges, at the discretion of my department, should I violate the relevant requirements described in the Wireless Communication Device Policy. I agree that if I leave City of New Orleans employment or public office, I will return my wireless communication device, all appropriate documentation and accessories, in working order, to my supervisor or to my department director, as may be appropriate.

I will use the City-issued wireless communication device with the highest degree of personal and professional integrity and ethics, recognizing my responsibility to the public and the City.

I have received, read, understand, and agree to comply with the City of New Orleans' Wireless Communication Device Policy.

City Employee Name (Signature and Date)

City Employee Name (Print)

Department Director Name (Signature and Date)

Department Director Name (Print)

Device(s):

Attachment B: Bring Your Own Device User Acknowledgement and Agreement

It is the City of New Orleans' right to restrict or rescind privileges, or take other administrative or legal action due to failure to comply with the above referenced Bring Your Own Device ("BYOD") Program Policy and Rules of Behavior. Violation of these rules may be grounds for disciplinary action up to and including termination.

I acknowledge, understand and will comply with the above referenced policies and rules of behavior, as applicable to my usage of the City of New Orleans' services on my personal device. I understand that the addition of city-provided third party applications (such as mobile device management software) may decrease the available memory or storage on my personal device and that the City of New Orleans is not responsible for any loss or theft of, damage to, or failure in the device that may result from use of third-party applications and/or use of the device in this BYOD Program. I understand that contacting vendors for trouble-shooting and support of third-party software is my responsibility, with limited configuration support and advice provided by the City of New Orleans ITI Department. I understand that business use may result in increases to my personal monthly service plan costs. I further understand that reimbursement of any business related data/voice plan usage of my personal device is not provided.

Should I later decide to discontinue my participation in the BYOD Program, I will allow the City of New Orleans to remove and disable any city-provided third-party applications from my personal device. I understand that discontinuing my participation in the BYOD Program does not change or otherwise diminish my continuing obligation to respond to Law Department requests as set forth in the BYOD Policy and Rules of Behavior.

City Employee Name (Signature)

City Employee Name (Print)

Department Director Name (Signature and Date)

Department Director Name (Print)

BYOD Device(s):