



Attachment 1
Request and Acknowledgement of Responsibility for Mohawk College
Mobile Devices

This signed form must be submitted when requesting a new or upgrade to mobile device(s).

Subscriber Name: _____

Department: _____

Justification for new or upgrading device (please see Appendix A, Procedures for Wireless and Cellular Policy):

By signing below, I acknowledge the following:

1. Device(s), associated phone numbers and accessories are College property and must be returned to the IT Help Desk upon completion of the contract term, change in position, termination of employment, after a device upgrade, or sooner at the discretion of the Manager.
2. Lost or stolen devices are to be reported immediately to Bell Mobility and the IT Help Desk.
3. Hardware upgrades maybe eligible after 24 months at the discretion of Manager and working condition of the hardware.
4. It is required at minimum to set a password or pin to access the device.
5. The cost of repair to devices not covered by warranty due to mishandling of device is the responsibility of subscriber.
6. Limited personal use is permitted, however, the College expects employees to exercise prudent judgement in keeping personal use to a minimum.
7. Monthly invoices greater than \$30 require the completion of the Wireless and Cellular Expense Summary Form indicating personal usage, and/or a business rationale as to why the \$30 limit has been exceeded for business purposes. Personal usage will be reimbursed to the college by way of personal payroll deduction.
8. The Corporate voice, text and data plans are applicable to Canada only. Roaming charges will be applied when services are accessed outside of Canada and are my responsibility unless approved in advance by Manager.

For additional information on Mobile Devices, including the order process for a new or upgraded device, the Wireless and Cellular Policy and Procedures please follow the link: <https://www.mohawkcollege.ca/information-technology-services/explore-it-services/communication-and-collaboration> . Select "Mobile device purchase or upgrade" menu option.

Device model, storage size, color: _____

Accessories (as available on Teletron.ca website only) _____

Current mobile number (for upgrade); or existing Department Bell Mobility Account
to add net new monthly services fees: _____

For upgrade, replaced hardware (including all accessories) must be returned to IT.

Signature of Subscriber: _____ Date: _____

Name of Manager: _____ Date: _____
(Please print)

Signature of Manager: _____

Note: Approval for expenses of device(s) and accessories is required by my Manager at the time of order.