

Mobile Device Email Access Agreement

In order to provide secure and confidential email, the Ballston Spa Central School District only supports mobile devices that fully implement the *Exchange ActiveSync* security protocol. This protocol provides the security needed to protect confidential student information that may be contained in District e-mail.

Pass-code Lock and Auto-Lock Settings

Through *Exchange ActiveSync* the district will enforce pass-code lock and auto-lock settings. Auto-lock will engage after 5 minutes of inactivity. Users will be required to enter the four number "Device Password" to unlock the mobile device (incoming calls do not require entering the pass-code). Circumventing the pass-code is prohibited and may result in loss of access to District email via the mobile device.

After eight (8) failed attempts at entering the correct pass-code, the system will automatically remove mail, contacts and calendar entries from the device. Also, in most cases this action will reset the device to the original factory state.

Data encryption is required on all mobile devices. **Users agree to enable/maintain encryption on these devices.**

Lost or Stolen Devices

Report any lost or stolen device immediately by calling 518-378-3006.

If a device is lost or stolen, the District will require the device to be remotely reset. This action will reset the device to the original factory state, meaning all data will be deleted. If the device is recovered, all District mail, calendar, and contacts information can be restored by reconfiguring the mail settings on the device.

District Issued Mobile Device

In order to assist in the recovery of lost or stolen District issued devices, device tracking applications are required to be installed. IT staff will assist with the implementation of this application.

Employee Owned Mobile Device

If an employee is using a personal mobile device to access District email, (s)he is responsible for backing up and restoring personal data. The District is not responsible for any lost data or for restoring personal data to the device.

Driving and Cell Phone Use

In New York State, it is illegal to drive while using a cell phone or smart-phone. In addition, the Ballston Spa Central School District does not endorse using a phone with "hands free" devices. Please do not drive and talk on a phone or use any mobile device.

Employee Certification:

I have read the District's Mobile Device Email Access Agreement. I understand and will comply with the District's requirements contained therein.

Signature

Date

Print Name