



New York City Department Of Education  
Office of Wireless Communications Services

**Wireless Blackberry / Cell Phone User Agreement**

I acknowledge that I have been assigned a cell phone and or Blackberry device issued by the NYC Department of Education. By signing this agreement I hereby agree that I have no right to privacy while using NYC Department of Education owned wireless equipment and services, and all information and activity may be monitored and reviewed.

I agree that the use of NYCDOE wireless devices and services are strictly reserved for business functions. Users are responsible for managing their usage (voice minutes/data kilobytes) at levels allowed within the DOE account.

I also agree to take prudent measures to guard against loss or theft. In the event of loss or theft of the wireless device users must contact the vendor's customer support line as quickly as possible to suspend services and limit abuse of the DOE account and any sensitive data. I agree to notify my direct Supervisor within 24 hours of the loss/theft and submit documentation of the event. I agree that in the event a device is lost, I will be held financially responsible for the replacement value of the equipment.

I also agree to make my best efforts to protect the DOE investment in this property and immediately return the equipment and peripherals in the following events:

1. My employment with the DOE is terminated
2. I have a change of assignment within the DOE and no longer work under the supervisor or office where the device / equipment were obtained.
3. My Supervisor or Office Head requests the return of the device / equipment.

I have read and understand the user agreement above. I will also abide by the policies set forth in the NYC DoE Standard Operating Procedures.

Please check one:

- Replacement   
New Account   
Service Renewal

\_\_\_\_\_  
Full Name (Please print legibly)

\_\_\_\_\_  
Employee ID # / Reference #

\_\_\_\_\_  
Wireless Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*Signed agreements can be faxed to 212-374-5585 or emailed to [DOESMS@schools.nyc.gov](mailto:DOESMS@schools.nyc.gov)**