



Device Agreement

Southwest Mississippi Community College provides access to college technology resources to any employee in order to perform their job duties. As circumstances arise, employees may be expected or required to work remotely. If this is deemed necessary by their supervisor, an employee may take a device off campus by agreeing to the following statements:

- I understand any device taken off campus remains the sole property of Southwest MS Community College and must be returned upon request, or when remote work is no longer necessary.
- I understand the device should be used for work purposes only and that all use of the device must abide by the college's Acceptable Use Policy found at <http://www.smcc.edu>.
- I understand that if a device is damaged through negligence, I could be personally responsible for the cost of repairs or replacement.
- If the device is stolen, I will:
 - File a police report within 24 hours.
 - Notify the SMCC Information Technology department.
 - Provide a copy of the police report to the business office at SMCC.

Employee Name: _____

Employee Signature: _____ Date: _____