

City of Denton Tablet and Handheld Equipment User Agreement Form

The procedures and information within this document apply to any tablet or handheld device provided by the City of Denton.

Care of the Equipment:

The screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop or place heavy objects (books, laptops, etc.) on top of the device.

Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the screen.

Do not subject the tablet to extreme heat or cold.

Do not store or leave unattended in vehicles.

Rules and Regulations

Users acknowledge that all content is subject to the Texas Public Information Act and may be reviewed for responsible use by any party submitting a valid request.

The device may be, but is not required to be, routinely monitored by the City of Denton using location and/or software installation monitoring. The City of Denton reserves the right to review the device.

Users have no expectation of privacy when using a City of Denton provided device.

Users misusing a City of Denton device may be subject to disciplinary action.

Users must set a pass code on their device to prevent other users from misusing it.

If the device is lost, stolen, or damaged, the City of Denton Technology Services Department and the employee's Supervisor must be notified immediately.

The City of Denton is not responsible for any financial or other loss of any personal content on the device.

Users are not allowed to have any content that violates any law, including copy right laws.

The user agrees that the camera will not be used in an inappropriate manner.

Individual users are responsible for the setting up and use of any Internet connections and no support will be provided for this by the City of Denton.

Department: _____

Employee ID: _____

Print Name: _____

Signature: _____

Date: _____