Acknowledgement of Desk and Cellular Telephone Use Policy

Users of State University-owned desk and cellular telephones must read, understand, and comply with the State University's Desk and Cellular Telephone Policy. By using the telephone, you agree to comply with all rules, regulations, and policies of the State University and any applicable local, state, federal and international laws, guidelines, and regulations. This responsibility exists regardless of what monitoring mechanisms may be in place. Violation of these policies may lead to suspension or loss of service or privileges, and may lead to more serious sanctions.

Do not consider desk or cellular telephones private or secure because the bill contains your name and billing address. The State University has the right to monitor telephone bills and usage to determine if misuse or abuse exists.

Users must review their desk and cellular telephone bills and remit reimbursements for any personal calls at the end of each month. Payments made payable to Plattsburgh State Telecommunications for desk/ cellular telephone reimbursements should relate to the monthly period for which the reimbursement applies.

Desk or cellular telephones may not be used to defame, harass, intimidate or threaten any other person(s).

Do not allow others to use your desk/ cellular telephone, as you will be ultimately responsible for payment of charges.

AGREEMENT WITH DESK AND CELLULAR TELEPHONE USE POLICY

I have read and understand the State University's desk and cellular telephone use policy. By signing this form, I agree to abide by the rules, regulations, and policies set forth therein, and to all applicable international, federal, state, and local laws. Violation of these policies may lead to suspension or loss of service or privilege, and may lead to disciplinary action.

__________________________________________

PRINT NAME DATE

__________________________________________

SIGNATURE