

Employee Use of Personal Device Agreement and Release of Liability Form

El Paso County (“County”) authorizes employees to use their personally owned devices to access Office 365 to conducted authorized work. Employees must have prior authorization from their supervisor, director or elected official prior to the use of their personal device for authorized work through Office 365. The use of an employee’s personal device is a privilege permitted at the County’s discretion and is subject to the conditions and restrictions set forth in applicable Board of County Commissioner policies and department regulations. The County reserves the right to suspend access at any time, without notice, for any reason. The County expects all employees to use technology responsibly in order to avoid potential problems and liability.

The County is not responsible for any loss or damage of any kind incurred by an employee as a result of his/her personal use of his/her device to perform authorized work. This includes loss or damage for any other data or programs on the employee’s personal device, to include any printer or related connected device.

An employee has no expectation of privacy in the Office 365 program and associated data used by the employee’s personal device to conduct authorized work.

The Employee shall refrain from storing or transferring County data or documents on their personal device or flash drive.

The employee shall have security software installed, licensed and current on this personal device.

The employee should never leave their device logged into the County O365 instance and leave the device unattended where unauthorized access could take place.

If an employee becomes aware of any possible security issues such as loss of data, compromise of any public information, login and or account information or misuse of County technology, he/she shall immediately report such information to their supervisor, designee and IT support services.

By affixing my signature on this page, I acknowledge and agree to the above statements, expectations, waivers and limitations. I further understand that any violation of this agreement may result in revocation of user privileges, disciplinary action, and/or appropriate legal action.

I hereby affirmatively release the County and its personnel from any and all claims and damages arising from my use of my personal device(s) to perform authorized work.

Employee’s Name (Print)

Date

Employee’s Signature

Director/Elected Official’s Name (Print) Date

Director/Elected Official’s Signature