

# Terms and Conditions for Use of Wireless Equipment



Frederick

Please type or print information clearly

The undersigned, by his/her signature on this document, verifies that he/she has read and understands *Standard Process D301, "Wireless Communications,"* and agrees to abide by those instructions and the following conditions:

1. All wireless equipment issued under the Operations and Technical Support contract is owned by the federal government.
2. SAIC-Frederick recognizes that its employees are responsible individuals who are essential to making the company more responsive to its customer, NCI.
3. Employees are permitted limited personal use of IT resources when:
  - a. Use is incidental and involves no additional expense to SAIC-Frederick;
  - b. Use does not interfere with staff productivity, or the mission or operations of SAIC-Frederick;
  - c. Use does not misrepresent an individual or SAIC-Frederick;
  - d. Use does not compromise the integrity of any computer system or system security safeguards; and
  - e. Use does not violate federal laws, policies, and the SAIC Employee Code of Conduct.
4. Limited personal use is a privilege and employees are expected to use professional judgment, follow rules and regulations, and be responsible for their own personal and professional conduct while using IT resources.
  - a. Personal use wireless equipment must not cause congestion, delay, or disruption of service to any IT resource. For example, large file attachments, pictures, or videos can degrade the performance of the entire network.
  - b. Government-issued wireless equipment must not be used in any manner that is prohibited by policy or causes unnecessary costs, congestion, disruption, or damage to IT services or equipment, including posting personal information to external newsgroups, bulletin boards, or other public forums without authority.
  - c. Wireless equipment must not be used for commercial purposes or in support of "for-profit" activities or other outside employment or business activity.
  - d. Wireless equipment must not be used to create, copy, transmit, or retransmit chain letters or other unauthorized mass mailings, regardless of subject matter.
  - e. Wireless equipment must not be used for activities that are illegal, inappropriate, or offensive to fellow employees or the public.
  - f. Wireless equipment must not be used in ways that might jeopardize computer systems and data files, including, but not limited to, downloading files from the Internet or opening attachments that may contain viruses.
5. Users should have no expectation of privacy when using wireless equipment. To the extent that employees wish that their private activities remain private, they should avoid making personal use of government resources.
6. Employees who abuse government resources, knowingly interfere with the operations of any IT system, or otherwise fail to comply with this policy are subject to the loss of use, limitation of use, disciplinary or adverse actions, and financial liability for the costs of inappropriate uses.
7. Any loss of wireless equipment must be reported to Protective Services (301-846-1091), SAIC-Frederick's Information Systems Security Officer (301-846-6938), the wireless administrator (301-846-1716), and the NIH helpdesk (866-319-4357) within one hour of the loss. To report equipment lost after business hours or on the weekend, employees should call the NCI-Frederick helpdesk at 301-846-5115. See *Standard Process D301, "Wireless Communications,"* for specific requirements.
8. If traveling internationally, the wireless administrator must be notified at least four days in advance of travel.

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9. Employees may not make changes to any wireless account, including adding minutes, upgrading the service, ordering new equipment, etc.; making changes is cause for automatic termination of wireless service.
10. Upon termination from SAIC-Frederick employment, employees are required to return wireless equipment to the wireless administrator before checking out at Human Resources.
11. If an employee transfers to a different program area, a new "Wireless Justification" form must be completed and submitted. If an employee transfers to a different center number but stays within the same program area, a justification for the continued need of the wireless device is required from the employee's supervisor. This justification can be sent directly to the wireless administrator via e-mail (hilderbrandmj@mail.nih.gov) or fax (301-846-6898).

Employees are responsible for any additional costs incurred due to personal usage. (See *Standard Process D301, "Wireless Communications,"* V.D.1).

"I hereby authorize any balance due as a result of additional costs or excessive usage, as defined in *Standard Process D301, "Wireless Communications,"* to be deducted from my paycheck. As normal course, I will attach a personal check, but do acknowledge that this permission remains in force so long as I am using the equipment. In the event of my severance from the company, any outstanding balance will become immediately due and payable. I expressly authorize the amount of that balance to be deducted from my final paycheck as permitted by law."

1. First Name (print)	2. Last Name (print)	3. Date
4. Signature of Wireless Equipment User		

# Terms and Conditions for Use of Wireless Equipment – Instructions



Frederick

1. First name of the wireless equipment user
2. Last name of the wireless equipment user.
3. Date that the wireless equipment user signed the form
4. Signature of the wireless equipment user