P111 (1of3) **Volunteer Personal Device Use Terms and Conditions**

East Side Fire Protection District (District) provides selected Volunteers who acknowledge and agree to the terms and conditions below, the opportunity to use their own computers, smart phones, tablets, and other devices for business purposes to access and use Email and other authorized District and external agency reporting systems and proprietary District information and data. Access and use is subject to the following terms and conditions.

**DEVICE REQUIREMENTS**

1. "Personal Device" means a computer, smart phone, tablet, or other device that is authorized to access District Data or is used to backup any such device and is owned by the Volunteer and acquired voluntarily, without payment by District and without any expectation of reimbursement for any costs related to the purchase, activation, operational/connectivity charges, service or repairs, or other costs that may be incurred related to the device or its use.
2. The Minimum Security Requirements for using a Personal Device are listed below, but may be subject to change:
   1. Password-protected access;
   2. A password/pin code must be entered on any Personal Device after twenty five (25) minutes of inactivity;
   3. The Volunteer must maintain the Personal Device operating system and keep the Personal Device current with security updates, as they are released by the Personal Device manufacturer.
3. Personal Devices must have a preferred, high quality antivirus/malware protection program installed and active, including; *(See Office Manager for preferred list)* 
   1. If the volunteer chooses to use a program that is not on the ESFD preferred list, the volunteer will, without delay, notify and seek approval from the immediate supervisor
   2. Program must be kept current and active
   3. Antivirus program must be launched on startup and actively running at all times
   4. Database and Application Updates must be downloaded regularly.
4. If a Personal Device becomes non-compliant with any of the Minimum Security Requirements, it must be remedied within a reasonable period of time, the Personal Device will NOT be used to access any District related data or reporting systems until such time that the ‘Minimum Security Requirements’ are restored.

**VOLUNTEER RESPONSIBILITIES AND CONDITIONS**

1. Do not allow third parties to access or use any District Data on or through your Personal Device.
2. Use of a Personal Device to access District Data must comply with the Terms and Conditions and with the District's Standard Operating Guidelines, along with all federal, state, and other applicable laws.
3. District Data must only be stored on a Personal Device as necessary, and storage of any District Data must be kept to a minimum with prior approval by Volunteer’s supervisor.

P111 (2of3) **Volunteer Personal Device Use Terms and Conditions**

**VOLUNTEER RESPONSIBILITIES AND CONDITIONS (cont.)**

1. Patient personal or health data shall not be stored on Personal Device under any circumstance, at any time.
2. In order to participate under these Terms and Conditions, Volunteers must have permission from their Supervisor.
3. Notify Supervisor if access to ESFD information has been potentially compromised.
4. Unless permitted to do so by their Supervisor, volunteers may not download, store, or transfer confidential or sensitive business data to their Personal Device. Confidential or sensitive business data is defined as documents or data whose loss, misuse, or unauthorized access can adversely affect the privacy or welfare of an individual, outcome of a charge/complaint/case, the District or third parties' proprietary information, or the District's financial operations.
5. Upon direction by the District, Volunteers agree to delete any sensitive business files that may be inadvertently downloaded and stored on the Personal Device through the process of viewing e-mail attachments.

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**USER ACKNOWLEDGMENT AND AGREEMENT**

It is the District's right to restrict or rescind computer privileges, or take other administrative or legal action due to failure to comply with the above Terms and Conditions. Violation of these rules may be grounds for disciplinary action.

I acknowledge, understand, and will comply with this policy and rules of behavior, as applicable to my use of a Personal Device. I understand that addition of District-provided third party software may decrease the available memory or storage on my personal device and that the District is not responsible for any loss or theft of, damage to, or failure in the device that may result from use of third party software or use of the device in this program. I understand that business use of a Personal Device may result in increases to my personal monthly service plan costs. I further understand that District reimbursement of any business-related data/voice plan usage of my Personal Device is not provided.

Should I later decide to discontinue my use of a Personal Device, I guarantee to the District that I will remove and disable all District-provided third party software and services, and District Data from my Personal Device.

Volunteer Name:

Volunteer Signature:

Date: