

**State University of New York College at Potsdam**

**Acknowledgement of Cellular Telephone Use Policy**

Users of State University-owned cellular telephones must read, understand, and comply with the State University's Cellular Telephone Policy. By using the cellular 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 cellular telephone bills private or secure because the bill contains your name and billing address. SUNY Potsdam has the right to monitor telephone bills and usage to determine if misuse or abuse exists.

Users must review their cellular telephone bills and remit reimbursements for any personal calls at the end of each month. Payments {check, money order, or credit card} for cellular telephone reimbursements should be made payable to SUNY Potsdam. All payments should accompany the appropriate invoice received from the TelCom Office.

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

**AGREEMENT CELLULAR TELEPHONE POLICY**

**I HAVE READ AND UNDERSTAND THE STATE UNIVERSITY OF NEW YORK COLLEGE AT POTSDAM CELLULAR TELEPHONE USE POLICY. BY SIGNING THE FORM, I AGREE TO ABIDE BY THE RULES, REGULATIONS, AND POLICIES SET FORTH THEREIN, AND APPLICABLE INTERNATIONAL, FEDERAL, STATE, AND LOCAL LAWS. VIOLATION OF THESE POLICIES MAY LEAD TO SUSPENSION OF LOSS OF SERVICE OR PRIVILEGES, AND MAY LEAD TO DISCIPLINARY ACTION.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature