

Department of Homeland Security
 U.S. Immigration and Customs Enforcement
Mobile Device User Agreement

| | | | |
|---|--------------------------------------|--------------------------------------|--|
| 1. User's Name (First, MI, Last) | | 2. Directorate/Program Office | |
| 3. Office Phone Number | 4. Office Mobile Phone Number | 5. Office Address | |

I have been issued a mobile device. I have a valid government business need for this mobile device, and I agree to abide by all rules and regulations applicable to the use of this mobile device. I understand that as the custodian of this U.S. Immigration and Customs Enforcement (ICE)-issued mobile device, I must abide by the ICE directive "Use of ICE-Issued Mobile Devices." If I fail to follow any of the rules and regulations, I jeopardize my opportunity to use this mobile device, and I understand that I may face administrative, civil, or criminal penalties as a result of non-compliance with the rules and regulations. This user agreement applies only to Apple and Android devices. This user agreement does not specifically apply to ICE's Blackberry assets. ICE's Blackberries are wholly controlled by ICE and individual users do not have the ability to add, customize, or modify the devices' functionality. The controls applied to the Blackberries are similar to those applied to ICE's laptops and desktops, thus limiting the exposure presented to ICE's information. This user agreement does not apply for devices procured through Certified Undercover Operations.

I agree to abide by the following rules when using my ICE-issued mobile device:

1. I will not view, download, store, display, transmit, or copy any materials that are sexually explicit; are predominately sexually oriented; or are related to gambling, illegal weapons, terrorist activity, or any other activity prohibited by law or agency policy unless the activity relates to a law enforcement investigation, operation, or prosecution, or relates to a personnel issue or complaint. I understand that viewing, downloading, storing, displaying, transmitting, or copying child pornography on an ICE-issued mobile device is never permitted.
2. I will not enter, process, store, or transmit classified information.
3. I will not disable or modify any security configuration of the ICE-issued device set by ICE.
4. I will not deliberately introduce or fail to report accidental introduction of viruses or other malicious software.
5. I will not use the mobile device as a staging ground or platform to gain unauthorized access to other systems.
6. I will not acquire, reproduce, transmit, distribute, or use proprietary data or material, or computer software and data in violation of law, including copyright, trademark, patent, or privacy laws.
7. I will not send or receive official government business communications via personal email accounts.
8. I will not use the ICE email address for subscribing to anything other than official, professional, or job-related websites. The use of the ICE email address is approved for the creation of whatever account is required for use of the device (e.g., the Apple ID).
9. I will ensure that all law enforcement sensitive information, Sensitive Personally Identifiable Information, and any other sensitive information I have created or captured for official purposes, or maintained in or derived from agency records, will be maintained within a secure container if possible, and that the contents of the devices will be protected and safeguarded from unauthorized disclosure in

Department of Homeland Security
U.S. Immigration and Customs Enforcement
Mobile Device User Agreement

accordance with applicable laws, regulations, and policies. If a suspected or actual incident occurs involving sensitive information, I will report it to the ICE Service Desk as soon as possible.

10. I will not engage in any activity prohibited by the ICE directive "Use of ICE-Issued Mobile Devices."

Furthermore, I understand the following actions are approved for use outside of the secure container:

1. Using a hands-free wired earpiece/headset for making cellular telephone calls.
2. Accessing the Internet, social media sites and accounts, and personal email accounts and text messaging. I understand that personal email messages and text messages do not have the same level of protection as official communications sent within the secure container, so I will observe proper operations security, communications security, and information security practices when using personal email sites and text messaging.
3. Downloading applications and digital media (e.g., music, movies, books) so long as no unofficial charges are applied to the ICE-issued mobile device account. Applications and digital media will only be downloaded using my own personal funds and through my own personal user account.
4. Synchronizing with a personal computer to transfer personal data.
5. Making non-security configuration changes.
6. Using navigation and/or GPS features as long as no unofficial charges are applied to the ICE-issued mobile device account.

Limited personal use will be incidental in nature and will not interfere with performance of my duties nor hinder completion of ICE missions. Limited personal use of this device is a privilege, not a right. I understand that I may not use my travel card or purchase card for purchases or account fees on my ICE-issued mobile device, including, but not limited to, downloading and installing applications and digital media.

I understand that ICE reserves the right to wipe and clean the memory and SIM card of any ICE-issued mobile device at its own discretion, and it need not take into account any consideration other than its own convenience and interests when deciding to exercise this right. ICE will not be liable for any personal data lost when the memory and SIM card of any ICE-issued mobile device is wiped.

Privacy Expectations. I understand that by accepting this ICE-issued mobile device, I consent to having the device usage monitored, including the contents of any files or information maintained or passed through that device. I understand that data on the device related to personal use (e.g., personal text messages sent and received, pictures taken, or videos recorded) may be considered a government record subject to official use and disclosure in certain circumstances, such as the use of personal email or text messaging for official business. I understand that official disclosure of personal data from these devices may be ordered or otherwise required in circumstances such as agency litigation, Freedom Of Information Act requests, and the prosecution of ICE criminal investigations, where it is determined that the data or records in question are federal records, agency records, or otherwise subject to disclosure under statute or other legal requirement. Any such disclosures would occur on a case-by-case basis depending on the specific facts of the situation.

| | |
|-----------------------|-------------|
| User Signature | Date |
| | |