



County of Los Angeles
Department of Public Social Services
ITD IT EQUIPMENT AND USER INFORMATION FORM

As an employee of the Department of Public Social Services, you are being permitted to use County-owned IT-related equipment. By signing the DPSS Telework and Mobile Equipment User Agreement, you indicate that you have read and agree to the terms and conditions of the agreement for the below listed equipment assigned to you.

Employee Name:	<u>Dillon Welsh</u>	Cherwell Ticket No. (ITD):	<u>1168113</u>
Bureau:	<u>BCSC</u>	District/Section:	<u>CSC VI- Expo</u>
Employee No.:	<u>692767</u>	Employee Telephone No.:	<u></u>
1. Equipment Type: <u>Laptop</u>			
Brand:	<u>Lenovo</u>	Model No.:	<u>Lenovo T15 Gen 1</u>
Serial No.:	<u></u>	Asset Tag No.:	<u>608212</u>
MAC No.:	<u></u>	IMEI No.:	<u></u>
2. Equipment Type: <u></u>			
Brand:	<u></u>	Model No.:	<u></u>
Serial No.:	<u></u>	Asset Tag No.:	<u></u>
3. Equipment Type: <u></u>			
Brand:	<u></u>	Model No.:	<u></u>
Serial No.:	<u></u>	Asset Tag No.:	<u></u>
4. Equipment Type: <u></u>			
Brand:	<u></u>	Model No.:	<u></u>
Serial No.:	<u></u>	Asset Tag No.:	<u></u>
5. Equipment Type: <u></u>			
Brand:	<u></u>	Model No.:	<u></u>
Serial No.:	<u></u>	Asset Tag No.:	<u></u>
Accessories Included:			
<input type="checkbox"/> Docking Station <input type="checkbox"/> Keyboard <input type="checkbox"/> AC Adapter <input type="checkbox"/> Mouse <input type="checkbox"/> Carrying Case <input type="checkbox"/> Security Lock			
<input type="checkbox"/> Other: <u></u>			

DEPARTMENT OF PUBLIC SOCIAL SERVICES

BUREAU OF CONTRACT & TECHNICAL SERVICES



Agreement #:	Title:	Effective Date:
120.002	DPSS Teleworker and Mobile Equipment User Agreement	05/01/2019

All DPSS employees, volunteers, and contractors who utilize County approved mobile devices to access DPSS information and/or associated resources must agree to the User Agreement and terms listed below. In addition, all mobile computing devices/media must be approved by appropriate DPSS management (Office/Section Head or above) before they are utilized to access DPSS Information Technology (IT) resources.

Mobile devices include, without limitation, the following:

- Laptops, tablets, smartphones, and iPads
- Mobile storage media, such as USB thumb drives and external hard drives

I agree to the following terms:

1. I understand that the mobile device(s) approved by DPSS is/are registered solely to me as the authorized user.
2. I understand that while the mobile device(s) is/are assigned to me, I will prohibit others from accessing or using the device(s).
3. I will read and abide by the DPSS Teleworker Information Security Standards <http://intra.dpss.lacounty.gov/dpss/security/pdf/Standards/DPSS-Teleworker-Information-Security.pdf> found on the portal.
4. I will not bypass or disable the DPSS provided security controls.
5. It is my responsibility to be on alert for suspicious emails, links or attachments to prevent unintended virus or malware incidents.
6. I will participate in the department-wide physical review of the mobile device(s) assigned to me, conducted by DPSS IT technicians to ensure maintenance of all applicable updates and patches.
7. I understand it is my responsibility to bring the mobile device(s) into the location specified when contacted by DPSS IT staff.
8. If the mobile device(s) is/are lost, stolen or suspected as compromised, I must report it immediately to the appropriate departmental management (Section Head or above) and ITD TSC Help Desk, in accordance with the incident reporting procedures.
9. I understand that all mobile devices, computer media, and removable components must be physically secured at all times.

10. I understand that all DPSS data is to be kept confidential and secure. I will take necessary safeguards to avoid unauthorized viewing of personal and/or confidential data in public or common areas.

11. The equipment must be returned to the appropriate departmental management (Section Head or above) and ITD Help Desk, in acceptable condition upon termination of employment, reassignment, or when no longer justified. My final compensation may be withheld if this is not done.

All persons using a County approved mobile device or media must complete and sign this DPSS Mobile Equipment User Agreement at the time of issuance, acknowledging understanding of the responsibility to secure and protect the equipment, and its information. In addition to signing this DPSS Mobile Equipment User Agreement, all persons participating in the Telework Program must read and abide by the DPSS Teleworker Information Security Standards.

This User Agreement must also be signed by the employee's Office Head. The user agreement must be reviewed, updated and filed in the employee's personnel folder.

Employees and users who violate this Agreement may be subject to appropriate disciplinary action up to and including discharge, as well as civil and criminal penalties.

I HAVE READ AND UNDERSTAND THE ABOVE AGREEMENT:

<u>Dillon Welsh, #692767</u>	<u><i>Dillon Welsh</i></u>	<u>06/17/2024</u>
Employee Name/Number	Signature	Date
<u>Nhora Mosquera</u>	<u></u>	<u></u>
Office Head (Print)	Signature	Date

REFERENCES

Policy #6.100 Information Technology and Security Policy
Policy #6.101 Use of County Information Technology Resources
Policy #6.110 Protection of Information on Mobile Computing Devices
DPSS Teleworker Information Security Standards
DPSS Transportation