[Insert company logo]

**[INSERT COMPANY NAME] MOBILE DEVICE POLICY**

This policy governs the use of **company-owned** mobile devices

At [insert company name], we provide employees a mobile plan and/or device to enable you to do your job. This generally means that we need you to be contactable or require mobile applications to enable you to perform your role.

This policy is intended to protect the security and integrity of [Insert company name] data and technology infrastructure.

[Insert company name] employees must agree to the terms and conditions set forth in this policy.

**Devices and support**

[Delete / amend as required the below device and support details]

* If you are eligible for a company mobile as part of your role, you will be able to choose a device up to the value of $x.
* You will receive a replacement device when your current device no longer works or is no longer fit for purpose.
* You can also choose to purchase or bring your own device and connect to the corporate plan if you prefer. In this instance please instead read and agree to the mobile device policy for **employee-owned** mobile devices.

**Corporate plan**

[Delete / amend as required the below device and support details]

* The company will provide you with a corporate plan suitable for your device and role.
* The standard mobile plan will allow:
	+ [Unlimited] calls
	+ [Unlimited] text
	+ [XGB] of data
	+ [insert details of your purchased plan]
* The company has total authority over the company plan and usage against that plan

**Acceptable use**

[Delete / amend as required the below acceptable use activities]

* The company defines acceptable business use as activities that directly or indirectly support the business of [Insert company name].
* The company defines acceptable personal use on company time as reasonable and limited personal communication or recreation, such as reading or game playing.
* Employees are expected to use the internet responsibly and productively. Excessive personal internet browsing, including social media use, is not permitted.
* Employees are blocked from accessing certain websites while connected to the corporate network at the discretion of the company. Such websites include but are not limited to [insert as required].
* Device camera and/or video capabilities are/are not disabled while on-site.
* Devices may not be used at any time to:
	+ Store or transmit illicit materials
	+ Store or transmit proprietary information belonging to another company
	+ Harass others
	+ [Other behaviour as detailed].
* The following apps are allowed: [include a detailed list of apps, such as weather, productivity apps, Facebook, etc., which will be permitted]
* The following apps are not allowed: [apps not downloaded through iTunes or Google Play, etc.]
* [Insert company name] has a zero-tolerance policy for texting or emailing while driving and only hands-free talking while driving is permitted.
* If the company thinks your personal use is unreasonable we may ask you to reduce your non business use of your mobile or ask you to contribute to the cost of your monthly bill.
* If the company believes your device use is unacceptable we may cancel your plan and ask for the return of the device.

**International calls and roaming**

[Delete / amend as required]

* International calls and text should be strictly for business activities.
* International roaming can be expensive and you will require your manager’s permission to use your company mobile outside New Zealand. It will only be granted if required for business reasons.
* If the company thinks your roaming costs are unreasonable we may ask you to contribute to the cost of these charges.

**Security**

[Delete / amend as required]

* In order to prevent unauthorised access, devices must be password protected using the features of the device and a strong password is required to access the company network.
* The company’s [strong password policy](http://www.itmanagerdaily.com/network-security-fundamentals/) is: [insert recommendations]
* The device must lock itself with a password or PIN if it is idle for five minutes.
* After [X] failed login attempts, the device will lock. Contact IT to regain access.
* Employees are automatically prevented from downloading, installing and using any app that does not appear on the company’s list of approved apps.
* Employee access to company data is limited based on user profiles defined by IT and these are automatically enforced.
* [Insert company name] has the authority to manage all devices and can request usage information without employee approval.

**Leaving the company**

[Delete / amend as required]

* If you are leaving [insert company name] we will/will not require the return of the device
* You will/will not be allowed to transfer your mobile number to another plan.

**Risks, liabilities and disclaimers**

[Delete / amend as required]

* Lost or stolen devices must be reported to the company within 24 hours. Employees are responsible for notifying their mobile carrier immediately upon loss of a device.
* The employee is expected to use his or her devices in an ethical manner at all times and adhere to the company’s acceptable use policy as outlined above.
* [Insert company name], reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.
* We reserve the right to change or replace this policy at any time, and will do our best to inform you of these changes through normal communication channels.
* If there is any debate on what this policy means, we reserve the right to determine the interpretation of the policy and any decision is final.

**Executed as an agreement**

|  |  |
| --- | --- |
| **Signed by or on behalf of employee**: | **Signed by or on behalf of** [Insert company name]**:** |
| ………………………………………………………… | ……………………………………………………… |
| **Authorised signatory****Name:****Title:** **Dated:**  / / 20 | **Authorised signatory****Name:****Title:** **Dated:**  / / 20 |