[Insert company logo]

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

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

At [Insert company name], we grant employees the privilege to purchase and use smartphones and tablets of their choice at work for their convenience. [Insert company name] reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

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

[Insert company name] employees must agree to the terms and conditions set forth in this policy to be able to connect their devices to the company network or services.

**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 during company time.
* Employees are blocked from accessing certain websites during work hours/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].
* Employees may use their mobile device to access the following company-owned resources: email, calendars, contacts, documents, etc.
* [Insert company name] has a zero-tolerance policy for texting or emailing while driving or in control of a vehicle whilst working and only hands-free talking while driving is permitted.

**Devices and support**

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

* Smartphones including iPhone, Android, Blackberry and Windows phones are allowed [the list should be detailed as necessary including models, operating systems, versions, etc.].
* Tablets including iPad, Windows and Android are allowed [the list should be as detailed as necessary including models, operating systems, versions, etc.].
* Connectivity issues are supported by IT; employees should/should not contact the device manufacturer or their carrier for operating system or hardware-related issues.
* Devices must be presented to IT for proper job provisioning and configuration of standard apps, (such as browsers, office productivity software and security tools) before they can access the network.

**Reimbursement**

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

* [Insert company name] will/will not reimburse the employee for a percentage of the cost of the device (include the amount of the company’s contribution), or the company will contribute [insert value] amount of money toward the cost of the device.
* The company will a) pay the employee an allowance, b) cover the cost of the entire phone/data plan, c) pay half of the phone/data plan, etc.
* The company has total authority over the company plan and usage against that plan
* The company will/will not reimburse the employee for the following charges: [roaming, plan overages, etc.].

**Security**

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

* 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: [select or insert other option] 4 digit numeric. 5 digit, using characters, 6 digit using numeric and alpha, case sensitive with a minimum of one capitalised alpha character.
* The device must lock itself with a password or PIN if it’s idle for [insert value] minutes.
* Smartphones and tablets that are not on the company’s list of supported devices are/are not allowed to connect to the network.
* Smartphones and tablets belonging to employees that are for personal use only are/are not allowed to connect to the network.
* Employee access to company data is limited based on user profiles defined by IT and automatically enforced.
* [Insert company name] has the authority to manage all devices and can request usage information without employee approval.
* The employee’s device may be remotely wiped if 1) the device is lost, 2) the employee terminates his or her employment, 3) IT detects a data or policy breach, virus or similar threat to the security of the company’s data and technology infrastructure.

**Risks, liabilities and disclaimers**

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

* While IT will take every precaution to prevent the employee’s personal data from being lost in the event it must remote wipe a device, it is the employee’s responsibility to take additional precautions, such as backing up email, contacts, etc.
* 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.
* The employee is personally liable for all costs associated with his or her device.
* 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.

**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 |