

Alpena County

Mobile Device & Data Card Usage Policy



Approved 9/26/2013

Last Revision 10/20/2021

I. PURPOSE

This policy applies to, but is not limited to, the use of mobile/cellular phones, laptop/notebook/tablet computers, smart phones, data cards, and any mobile device capable of storing corporate data and connecting to a network, here in after referred to as “mobile device.”

II. POLICY

General Mobile Device Use in the Workplace

1. Employees are expected to use good judgment when engaging in personal calls, sending/receiving text messages, and/or Internet usage on their mobile device during work hours. Excessive personal calls, text messaging, and/or Internet usage during work hours regardless of the phone used can interfere with employee productivity, safety and be distracting to others. Employees who make excessive or inappropriate use of a mobile device could lose privileges or be responsible for such excessive usage costs.
2. The use of a mobile device in any capacity is prohibited while operating County owned equipment (i.e., vehicles, tractors, lawn mowers, gators, forklifts, golf carts, etc.).
3. Employees are prohibited from using their mobile device as a means to photograph and/or record individuals in any form (audio and/or video) without that individual’s knowledge and consent.
4. The use of mobile devices to photograph and/or record confidential information, private information and/or related items is prohibited.
5. The County will not be liable for the loss of personal mobile devices brought into the workplace.
6. Any connection to Alpena County’s information services must adhere to the Computer and Internet Policy.
7. Employees have no expectation of privacy related to mobile devices issued by Alpena County or when connected to the County’s information services. County owned cell phones will have location tracking activated at all times to allow the IT Department to locate lost or stolen devices. Location tracking will only be utilized for lost or stolen phones or for special circumstances.
8. All County mobile devices must be encrypted where technologically possible.
9. Failure to follow the provisions of this policy could result in disciplinary action, up to and including termination of employment.

Policy Statement

Scope

This policy applies to anyone who will be obtaining a County issued mobile device or who is currently using a County issued mobile device. The mobile device is primarily a business tool, and its use must comply with all requirements of the policy as outlined below as well as any additional applicable policies and procedures.

The use of a mobile device in connection with Alpena County business is a privilege granted to employees through approval of their supervisor. Alpena County reserves the right to revoke these privileges in the event that users do not abide by the policies and procedures set forth below

All applications installed on mobile devices must be approved by IT prior to installation.

Supported County Issued Cell Phones

Cell phones will only be approved for those eligible employees that have a business need for data services. Alpena County has chosen selected devices from Verizon which will allow for you to securely connect to the Alpena County network and applications. These devices will provide you with the capability of utilizing email, contacts, and calendar services. In addition, cell phones can be monitored remotely to provide additional security and to ensure that the proper security policies are in place.

The only cell phone approved and supported by the IT Department is the Apple iPhone. Personal devices or bring your own devices (BYOD) will not be supported by the IT Department unless specifically approved by the employee's supervisor and the IT Department. IT reserves the right to refuse the ability to connect mobile devices to County and County-connected infrastructure.

Passwords

It is required that all mobile devices be password protected. You will be required to know what that password is and to not distribute it to anyone. For cell phones, the Apple ID and phone passcode will be controlled by the IT Department. iPhone passcodes must be used and must be a minimum of 4 characters.

Lost or Stolen Device

If an Alpena County owned cell phone is lost or stolen, the employee is responsible for contacting the IT Department immediately. When a cell phone is confirmed to be lost or stolen it will be wiped and a replacement cell phone will be provided upon approval. All data and photos will be erased as part of the wipe process. If an employee is no longer employed and does not return a County owned cell phone, it will be wiped and rendered unusable.

Driving Safely

Employees are prohibited from using Alpena County issued mobile devices while driving. Before using an Alpena County issued mobile device, employees are expected to pull off to the

side of the road and safely stop the vehicle. Employees are expected to abide by all applicable laws covering the use of Alpena County issued mobile devices while driving regardless of whether the vehicle is an Alpena County owned vehicle.

I have read and understand the mobile device policy and agree to follow the policy provisions.

Employee Signature: _____

Print Name: _____

Date: _____

Supervisor Signature: _____

Print Name: _____

Date: _____