

## **Electronic Communications System – Mobile Devices**

### **Mobile Devices**

A mobile device is any portable, electronic device used for communications including voice, text messaging or data transmissions (i.e., e-mail, web-browsing, streaming media, file transfer, etc.) over any network.

### **Requirements**

Authorized users of mobile devices with IMESD access are required to abide by all IMESD Board policies, and to comply with all laws governing electronic communications. Individuals who have been granted access must understand and accept all responsibilities of the expected use. This “Acceptable Use Procedure” is also intended to prevent unauthorized disclosure of or access to protected and sensitive information.

Use of technology or equipment for personal use is prohibited. The value of the technology or equipment will be added to an employee’s wages if determined that it was used for personal use.

### **Responsibilities**

Individuals who have a mobile device are responsible for keeping the device secure from unintended access. Take precautions to make sure the device is not lost or stolen and always protect the device with a password or PIN to prevent unauthorized access. Individuals are also expected to immediately inform both their department director/supervisor and the IT Director in the event of the device being lost, stolen, missing, or otherwise compromised. Any mobile device connected to the IMESD network or configured to access IMESD email is subject to IT oversight, which may include remotely erasing data on the device at any time.

If a user is uncertain about whether a particular use is acceptable or appropriate, they will consult a supervisor for direction.

I understand and accept the IMESD mobile device procedure and responsibility expectations:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date