

Outagamie County: Mobile Device (Smartphones/Tablets) Terms of Use Policy

Outagamie County grants its employees the privilege of using personal and corporate owned smart phones and tablets at work for county related business upon approval by the respective department head. Outagamie County 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 Outagamie County's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms.

Outagamie County employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the County network.

Acceptable Use

- The county defines acceptable business use as activities that directly or indirectly support the business of Outagamie County.
- Employees are blocked from accessing certain websites during work hours/while connected to the County network at the discretion of the County.
- Devices may not be used at any time to:
 - Store or transmit illicit materials
 - Harass others
 - Disclose confidential material to unauthorized third parties
- Employees may use their mobile device to access the following county-owned resources: email, calendars, contacts, etc. as long as it is approved by the Department Head. Use of personal devices to conduct County business will subject the device to Open Records Laws as applicable and litigation discovery requests.
- Employees are prohibited from texting or emailing while driving a vehicle while on county business.

Devices and Support

- Smartphones including iPhone, Android, and Windows phones are allowed
- Tablets including iPad and Android are allowed.
- Employees should contact the device manufacturer or their carrier for operating system or hardware-related issues. Only connectivity issues are supported by IT.
- 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

The county will not reimburse an employee for any costs associated with the use of a personal device including, but not limited to, repair or data retrieval of non-county material.

Damaged/Lost/Stolen Devices and Accessories

It is understood that when using electronic devices and accessories, damage may occur. If a device or accessory is damaged, it will need to be returned for repair. If a device or accessory is lost or stolen, Legislative Services must be notified immediately. The county board supervisor may be responsible for any losses, costs, or damages which are not accidental in nature up to and including possibly the full replacement of the device or accessory.

Security

- In order to prevent unauthorized access, devices must be password protected using the features of the device and a strong password is required to access the County network. This password will consist of 4 or 6 digit lock codes for Apple and Android devices.
- The device will lock itself with a password if it's idle for 15 minutes.
- Smartphones and tablets that are not on the county's list of supported devices are not allowed to connect to the network. Please contact IT prior to purchasing a new device to make sure it will be supported.
- Smartphones and tablets belonging to employees that are for personal use only are not allowed to connect to the network without Department Head or designee approval.
- Employees' access to county data is limited based on user profiles defined by IT and automatically enforced.
- 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, download of app that created a security concern, a virus or similar threat to the security of the county's data and technology infrastructure.

Risks/Liabilities/Disclaimers

- 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.
- The County reserves the right to disconnect devices or disable services without notification.
- Lost or stolen devices must be reported to the Legislative Services Office 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 all county's Acceptable Use policies and all other Department Policies.
- The employee is personally liable for all costs associated with his or her device.
- The employee assumes full liability for risks including, but not limited to, the partial or complete loss of county and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.

Outagamie County reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.

The employee's signature signifies that he/she agrees with the terms and conditions of this policy and further agrees to abide by the terms and conditions, herein.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____