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**PURPOSE:**

The Town of Conception Bay South may permit its employees and/or Council members to use their personally owned smartphones at work for their convenience. The Town of Conception Bay South reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined.

This policy is intended to protect the security and integrity of the Town of Conception Bay South's data and technology infrastructure.

**AUTHORITY:**

Council Discretion

**PROCEDURE:**

**Acceptable Use**

- Acceptable business is defined as activities that directly or indirectly support the business of the Town of Conception Bay South.
- Acceptable personal use on town time is defined as reasonable and limited personal communication or recreation, such as reading or game playing.
- Employees are blocked from accessing certain websites during work hours/while connected to the corporate network at the discretion of the company.
- 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
  - Engage in outside business activities
- Any apps not downloaded through iTunes or Google Play are not permitted.
- Employees may use their mobile device to access the following town-owned resources: email, calendars, contacts, documents, etc.
- The Town of Conception Bay South has a zero-tolerance policy for texting or emailing while driving and only hands-free talking while driving is permitted.



## **Devices and Support**

- Smartphones including iPhone, Android, and Windows phones are permitted.
- Connectivity issues are supported by IT; employees and/or Council members should 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**

- The Town will not reimburse the employee and/or council member for the cost of the device.
- The Town will pay the employee and/or council member an allowance equivalent to the cost of adding a device to the town's cell phone plan as a "bring your own device." This amount will be set annually on January 1.

## **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 company network.
- The device must lock itself with a password or PIN if it's idle for two minutes.
- Employees' access to company 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, a virus or similar threat to the security of the company'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, photos, etc.
- The Town reserves the right to disconnect devices or disable services without notification.
- Lost or stolen devices must be reported to IT within 24 hours. Employees are responsible for notifying their mobile carrier immediately upon loss of a device.



**Town of Conception Bay South Policy Manual**

**Title: Bring Your Own Cellular Device Policy**  
**Policy Number: 097**

**Resolution Number: 21-439**  
**Date Approved: December 7, 2021**

- 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.
- The employee assumes full liability for risks including, but not limited to, the partial or complete loss of company 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.
- The Town of Conception Bay South reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.
- Any correspondence on the device may be subject to disclosure under the provisions of the Access to Information and Protection of Privacy Act, 2015, S.N.L. 2015, c.A-1.2.

**REVISION HISTORY:**

<b>Revision:</b>	<b>Author:</b>	<b>Change Made:</b>	<b>Date:</b>