

Stark County Board of Developmental Disabilities

Policy 6.20 IT Cell Phone and Personal Devices	Effective: 2/22/19
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IT CELL PHONE AND PERSONAL DEVICES

POLICY

The Board understands that cell phones and mobile devices are a necessity for doing business efficiently. The following policy creates options for employees and provides a responsible policy regarding the use of cell phones, smartphones and mobile devices.

The purpose of this policy is to outline which employees need cell phones and to reduce the number of Board provided cell phones, by providing a fair reimbursement to employees who use their personal cell phones or other electronic devices for Board business.

The scope of this policy includes any and all use of cell phones, smartphones, and mobile devices.

Historical Resolution Information		Reviewer(s):
Date	Resolution Number	Director of IT
1/22/11	01-13-11	Superintendent
9/29/15	09-50-15	
1/22/19	01-03-19	

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PROCEDURE

Operational Necessity

The following criteria define employees who have a need for a cell phone:

1. Employees who use a cell phone in lieu of Board provided telephone service (authorized home office).
2. Employees who are required to make regular home visits or work on assignments outside of their building assignment at least 50% of their work day.
3. Employees who supervise clients out of a program building and away from regular phone service or from Board vehicles with two-way radios.
4. Supervisors who are required to have regular and mobile communication with their employees in the field and others. This includes the Transportation Supervisor, Chief Mechanic or designee.
5. Department Heads and Superintendent.
6. Employees who are on an on-call rotating schedule. These employees may also be assigned a rotating on-call cell phone.
7. Exceptions will be accommodated upon executive management approval.

The above employees have the option of being assigned a Board provided cell phone or receiving a \$20 per month reimbursement for the use of their personal cell phone. Under criteria 3 and 6 above the Board may issue phones to a department to be used on an as needed basis.

The employee is responsible for the purchase of their cell phone and service contracts with their cell phone company if they choose to use their personal device. The Board will provide reimbursements only so long as the employee is an employee of the Board and is employed in a qualified position.

Personal use of a Board owned cell phone is strictly prohibited. Employees who are assigned a cell phone or receiving reimbursement are expected to have their phones with them at all times during normal business hours or while on duty and to respond to calls and messages on a timely basis. Employees who are assigned a cell phone or receive reimbursement for the use of their personal cell phone will have their cell phone number listed for use by other Board employees and for emergency contact listings.

Data Package

The following employees are recognized as having a need for Data Packages on their cell phones to allow them to receive emails, internet access and extensive text messaging.

1. Department Heads and Superintendent who have an operational necessity to respond to emergencies 24/7.

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2. Information Technology employees who support the Board's services off site and after hours.
3. Other employees who provide written justification and who are approved by their supervisor and the Superintendent.

Personal devices selected with data packages must be within the list of devices supported by the IT department. The employee is responsible for the purchase of their cell phones or personal devices and service contracts with their cell phone company.

Texting without Data Package

Employees who provide written justification may use texting with the approval of their supervisor and the Superintendent.

Monitoring and Privacy

Users should expect no privacy when using the Board resources. Such use may include but is not limited to: transmission and storage of messages, files, and data. The Board reserves the right to monitor any and all use of electronic devices used for Board purposes. To ensure compliance with Board policies this may include the interception and review of any text messages, voicemails, emails or other messages sent or received, inspection of data stored on personal devices, personal file directories, hard disks, and removable media.

Personal Usage

Personal usage of Board cell phones, smartphones or any other electronic devices is prohibited.

Use for Illegal Activities

No Board-owned or Board-provided electronic device may be knowingly used for activities that are considered illegal under local, state, federal, or international law. Such actions may include, but are not limited to, the following:

- Unauthorized Port Scanning
- Unauthorized Network Hacking
- Unauthorized Packet Sniffing
- Unauthorized Packet Spoofing
- Unauthorized Denial of Service
- Unauthorized Wireless Hacking
- Any act that may be considered an attempt to gain unauthorized access to or escalate privileges on a computer or other electronic system
- Acts of Terrorism
- Identity Theft
- Spying
- Downloading, storing, or distributing violent, perverse, obscene, lewd, or offensive material as deemed by applicable statutes

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- Downloading, storing, or distributing copyrighted material for distribution

The Board will take all necessary steps to report and prosecute any violations.

Non-Board-Owned Electronic Devices

Non-Board-provided equipment is limited to staff identified above or those who obtain prior written authorization from the Superintendent.

Personal Storage Media

Personal storage media such as smart cards represent a serious threat to data security and are expressly prohibited for Board business.

Software or APPS Installation

The installation of non-Board-supplied programs, or APPS not approved by the Board, is prohibited on Board owned devices.

Reporting of Security Incident

If a security incident or breach of any security policies is discovered or suspected, the employee must immediately notify his or her supervisor and/or follow any applicable guidelines as detailed in the Board Incident Response Policy. Examples of incidents that require notification include:

- Suspected compromise of login credentials (username, password, etc.)
- Suspected virus/malware/Trojan infection
- Loss or theft of any device that contains Board information
- Any attempt by any person to obtain a user's password over the telephone or by email
- Any other suspicious event that may impact the Board's information security

Users must treat a suspected security incident as confidential information, and report the incident only to his or her supervisor. Users must not withhold information relating to a security incident or interfere with an investigation.

Applicability of Other Policies

The Board's Policy 4.50 Cell Phones, Smart Phones, Tablets and Personal Devices is applicable. Other policies may apply to the topics covered in this document and as such the applicable policies should be reviewed.

Enforcement

This policy will be enforced by the IT Manager and/or Executive Team. Violations may result in disciplinary action, which may include suspension, restriction of access, or more severe penalties up to and including termination of employment. Where illegal activities or theft of Board property (physical or intellectual) are suspected, the Board may report such activities to the applicable authorities.

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Definitions

APPS - Application software, also known as APPS, are computer software programs designed to help the user to perform singular or multiple related specific tasks for PDAs, smartphones, etc.. Examples include GPS navigation, cameras, photo galleries, games, and media players.

Smartphone - A mobile phone that offers more advanced computing ability and connectivity than a contemporary basic feature phone. Smartphones and feature phones may be thought of as handheld computers integrated within a mobile telephone, but while most feature phones are able to run applications based on platforms such as Java ME, a smartphone allows the user to install and run more advanced applications based on a specific platform. Smartphones run complete operating system software providing a platform for application developers.