

# TRANSPORTATION YOU CAN RELY ON

P29 – Mobile Device Policy

01.08.2023



## P-29 Mobile Device Policy

### Summary

The purpose of this policy is to define standards, procedures, and restrictions for end users who have legitimate business requirements to use a private or a provided mobile device that can access the organizations electronic resources.

### Scope

This mobile device policy applies to, but is not limited to, all devices and accompanying media that fit the following device classifications:

- Laptop / notebook / tablet computers such as iPads
- Mobile / cellular phones / smart phones / PDAs
- Any mobile device capable of storing data and connecting to an unmanaged network

### Policy Statement

It is imperative that any mobile device that is used to conduct business on behalf of the organization is utilized appropriately, responsibly, and ethically. Failure to do so will result in immediate suspension of that user's account. Based on this, the following rules must be complied with:

- Prior to initial use on the organizations network or related infrastructure, all mobile devices must be registered.
- All mobile devices must be protected by a strong password. See the organizations password policy for additional details.
- All users of mobile devices must employ reasonable physical security measures. End users are expected to secure all such devices used for this activity whether or not they are actually in use and/or being carried.
- In the event of a lost or stolen mobile device it is incumbent on the user to report this immediately.



## Enforcement

Failure to comply with the Mobile Device Policy may, at the discretion of the organization, result in the suspension of any or all technology use and connectivity privileges, disciplinary action, and possibly termination of employment.

### Approved by:

Damian McLanachan

Managing Director

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