
SUBJECT: APPROPRIATE USE OF PERSONAL MOBILE DEVICES IN THE
WORKPLACE

EFFECTIVE DATE: November 18, 2013

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1. Introduction

The purpose of this policy is to define acceptable use of personal mobile devices during an employee's normal working hours while in the performance of an employee's official duties.

This policy applies to employee owned mobile devices including but not limited to the following devices:

- Cellular phones and Smartphones
- Tablet computers and E-reader devices
- Laptop/notebook computers
- Digital and web cameras, including those included with smartphones and laptops

This policy applies to all full-time, part-time, interns and seasonal employees of Cass County. This policy does not apply during an employee's defined break and lunch periods.

2. Appropriate use of personal mobile devices

The appropriate use of personal mobile devices during an employee's normal working hours while in the performance of an employee's official duties shall follow the same appropriate usage guidelines as defined for the personal use of County owned electronic communication devices and services (8.00).

This includes the personal use of mobile device to:

- Access and browse Internet websites for personal use
- Read, view or compose posts, uploading photos on personal social media sites, newsgroups or blogs
- Read and compose personal email, text messages or instant messaging
- Excessive or frequent personal phone calls

Employee's appropriate use of personal mobile devices shall:

- Not interfere with the performance of the employee's public duties
- Not interfere or disturb the privacy or productivity of others around you
- Not create the appearance of impropriety
- Not to be used for political or personal gain
- Is reasonable in time, duration, and frequency
- Use appropriate cell phone etiquette in the workplace

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3. Use of personal mobile devices to access County Information systems

Access to County information systems will be allowed for County employees with approval from the employee's department head and the Information Technology department. Under no circumstance will access to County information systems on personal devices be allowed for temporary or intern employees.

The following rules will apply:

- A screen lock must be enabled on personal devices with a minimum password length of 4 characters.
- Devices will be configured to wipe all data after 8 incorrect consecutive passwords attempts.
- Devices will lock after 3 minutes of inactivity.
- Devices must support ActiveSync remote wipe allowing the County the ability to remotely wipe data in the event of loss or theft. Remote wipe may remove all personal data including personal pictures, music, contacts, applications, and email. Cass County will not be responsible for the loss of personal data when a remote wipe has been initiated.
- Since personal mobile devices may be used for business, this device, which also contains personal data, may fall within the scope of ND Open Records laws.
- At the end of the employees employment with Cass County or if an employee chooses to upgrade or replace this device, the employee will be required to show proof that the County email account and corresponding data stored on this device has been removed. Failure to do so may result in the remote wipe of this device and/or access to Cass County systems on the replacement device will not be permitted.
- The device's operating system must not be modified in such a way that bypasses administrative and security controls established by the operating system, vendor or by Cass County security policies. Modified devices are not permitted to access any Cass County information system.
- The device's security must be kept up to date by applying the manufacturer's operating system and software upgrades or patches to the device on a frequent basis or when prompted.
- Access to Cass County information systems on personal devices is provided as a benefit and convenience to County employees. Cass County will not be responsible for any reimbursement of voice, text, data plans, or costs of replacing this device if lost, stolen or when upgraded.

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- Access to County information systems may be revoked at any time due to administrative or security issues or by request of a department supervisor.
- The IT department will provide limited assistance by online instructions for configuring email on my personal device, however employees will be required to contact their cell phone provider for any further configuration issues or troubleshooting of devices.
- In the event this device is lost or stolen, the employee must contact the IT ServiceDesk immediately to disable the device.

4. Violations

Violation of the County policy may lead to disciplinary actions, up to and including termination of employment.

I have read Cass County's APPROPRIATE USE OF PERSONAL MOBILE DEVICES IN THE WORKPLACE policy and agree to abide by it as consideration for my continued employment by Cass County. I understand that violation of any above policies may result in disciplinary action up to and including termination of employment.

Printed Name of User

User Signature

Date