
Policy: Bring Your Own Device (BYOD) Policy

Main Contact: Clerk

Last Revision: New

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Policy Statement

The Corporation of the Township of Whitewater Region would like to provide greater mobile device choice to its workers and simultaneously reduce end-user mobile device complexity and cost. Providing secured corporate email/calendar/contact data on employee personal smartphones, as well as voice services, allows these employees to use their device of choice, and it eliminates the need to carry multiple devices.

Purpose

This policy applies to employees who wish to receive corporate email/calendar/contact data on a personal mobile device. Employees currently using a Township issued device and who wish to continue using them may do so. New eligible employees wishing to use a Township issued device may also do so.

Definitions

In this policy, the following terms have the meanings set out below:

“**Network**” means the Township of Whitewater Region’s information technology systems, including data and authorized users.

“**Township**” means the Corporation of the Township of Whitewater Region.

“**User**” means staff who require or who would benefit from access to a mobile device including email.

Policy Requirements

1.0 User Responsibilities

- 1.1 The BYOD user is responsible for using corporate email on their personal smartphone within the same constraints as on any other IT-issued device.
- 1.2 The BYOD user is responsible and is personally liable for maintaining and paying the monthly/annual fee to the telephone mobile carrier. All mobile telephone charges that they incur are their responsibility, regardless of whether such charges are work related or for personal use. This includes, but is not limited to, charges resulting from texts, data plan surcharges, calls, navigation, or application uses or from early termination fees.
- 1.3 The BYOD user is responsible for installing and regularly updating smartphone security software, including anti-virus software on their device.
- 1.4 The BYOD user is responsible for all phone or smartphone hardware and support requirements, including the cost of repairs or replacement.
- 1.5 The BYOD user receiving a BYOD reimbursement is responsible for notifying the Treasurer immediately if they discontinue phone service so that the reimbursement can be discontinued.
- 1.6 The BYOD user is responsible for contacting the Treasurer immediately in the event that their smartphone is compromised, lost or stolen.
- 1.7 BYOD users may be required to provide proof of their calls for legal or audit purposes.
- 1.8 Users of personal smartphones must agree to all terms and conditions in this policy and read and sign a copy of an user agreement each year or whenever they change their device, to be allowed access to municipal BYOD mail/calendar/contacts services.

2.0 I.T. Responsibilities

- 2.1 I.T. is responsible for assisting with the configuration of the BYOD user's smartphone to receive and access corporate email, calendar, and contact data.
- 2.2 I.T. is responsible for smartphone system removal and for performing a "remote wipe" of corporate email/calendar/contact application and data from a BYOD user's lost or stolen smartphone. I.T. may perform a full device wipe only at the user's request.



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2.3 I.T. is responsible for smartphone system removal and performing a "remote wipe" of company email/calendar/contact application and data from a BYOD user's smartphone upon termination of employment with the Township.

3.0 Program Signup

3.1 Employees wishing to participate in the program must submit their request to their Supervisor.

3.2 Employees that have been approved for the program by the Treasurer and CAO must sign the BYOD User Agreement before they can participate in the program. Supported devices or versions are subject to change.

3.3 Participating employees who will receive a reimbursement must submit a copy of their service agreement or monthly bill to the Treasurer to begin receiving payments.

4.0 BYOD with Reimbursement

Employees currently using a Township-issued smartphone or future employees who are eligible for a Township-issued smartphone, who prefer instead to use a personal smartphone for both business and personal use, are eligible for a monthly reimbursement of \$30 paid quarterly to defray their mobile costs.

5.0 BYOD without Reimbursement

Employees who are ineligible for a Township-issued smartphone but request corporate email/calendar/contacts use on a personal smartphone are ineligible for a reimbursement. However, the Township will license and configure their personal BlackBerry, iPhone or Android smartphone for business use if requested, subject to program approval and license availability requirements.

6.0 Reimbursement Eligibility

6.1 Reimbursement eligibility mirrors I.T.-issued phone and smartphone eligibility, which is determined based on a job function's mobile device profile.

6.2 Upon termination of employment with the Township, a user receiving a smartphone or cell phone reimbursement will be prorated for the period in which they were employed.

7.0 License Limitation

The Township will license one (1) personal device for company mail/calendar/contacts per participating BYOD user.

8.0 Mobile Number Porting/Transferring

8.1 Upon request, I.T. will port an existing Township mobile number to a BYOD user whose phone or smartphone is registered to another mobile carrier.

8.2 Alternatively, I.T. will transfer liability for the number from the Township to a BYOD user using the same carrier.

8.3 In both cases, the mobile number liability will transfer from the Township to the BYOD user, and in both cases the Township will absorb the port/transfer fee.

9.0 Municipal Email/Calendar/Contacts on Personal Devices

To enable corporate email/calendar/contacts on a BYOD user's personal device, I.T. will activate the device be subject to the Township's I.T. security policy and practices.

10.0 Rooted or Jailbroken Devices

10.1 Rooted Android devices and jailbroken Apple iOS devices pose a risk to Township corporate data contained within the secure communications app. Therefore, I.T. will disable or remove the application and remove corporate data on devices determined to be rooted or jailbroken.

10.2 Compromised devices will be remotely wiped, potentially affecting personal data and configurations on the device. Users should perform backups of their personal data and information on a regular basis as a precaution.

Monitoring

The Clerk, as staff person leading I.T. services, will monitor this policy regarding I.T. components. The Treasurer will monitor financial compliance.

Authority

Section 224 of the Municipal Act, 2001 states the role of Council includes the development and evaluation of policies and programs of the municipality.

Contact

Clerk or Treasurer
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Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Bring Your Own Device (BYOD) Policy	October 1, 2019	New Policy	19-10-1212