

## **Bring your own Device (BYOD) Policy**

Crossroads of Western Iowa grants its employees the privilege of purchasing and using smartphones and tablets of their choosing at work for their convenience. Crossroads of Western Iowa reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of Crossroads of Western Iowa's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms.

Crossroads of Western Iowa employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the company network.

### **Acceptable Use**

- The company defines acceptable business use as activities that directly or indirectly support the business of Crossroads of Western Iowa.
- The company defines acceptable personal use on company time as reasonable and limited personal communication or recreation, such as reading or game playing.
- Devices' camera and/or video capabilities are disabled while on-site.
- 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
  - Etc.
- Employees may use their mobile device to access the following company-owned resources: email, calendars, contacts, documents, etc.
- Crossroads of Western Iowa has a zero-tolerance policy for texting or emailing while driving as well as talking on the phone while transporting clients, except in work-related emergency situations.

### **Devices and Support**

- Smartphones including iPhone, Android, Blackberry and Windows phones as well as iPad and Android tablets are allowed.

### **Reimbursement**

- The company will not reimburse the employee for any portion of the cost of the device or the monthly service.

### **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 company's policy is passwords must be at least eight characters and a combination of upper- and lower-case letters, numbers and symbols. Passwords will be rotated every 90 days and the new password can't be one of 15 previous passwords.
- The device must lock itself with a password if it's idle for five minutes.
- After five failed login attempts, the device will lock.
- Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the network.
- Employees' access to company data is limited based on user profiles defined by IT and automatically enforced.
- Crossroads reserves the right to require that 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, etc.
- The company reserves the right to disconnect devices or disable services without notification.
- Lost or stolen devices must be reported to the company within 24 hours. Employees are responsible for notifying their mobile carrier immediately upon loss of a device.
- 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.
- Crossroads of Western Iowa reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.

SharePoint/Team Site/Compliance Policies

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