

Policy on Mobile Computing Devices

FY 2012

Policy Overview

Just as the Personal Computer proved *revolutionary* in transforming how employees at Allegany College of Maryland complete their daily job functions, mobile computing devices promise to bring an equal measure of *evolutionary* change to our workplace.

As demands for acquisition and use of smart phone and tablet devices grow among college employees, the IT department recognizes it must adopt agile policies to provide consistent management and support.

Although many consumer-grade mobile computing devices are already in their fourth and fifth generations of hardware, mobile computing is still largely “in its infancy” from the enterprise management perspective. As a result, in FY2012, Allegany College of Maryland will maintain a “too new to implement” position on mobile computing devices.

Scope

This policy has been constructed to advise Faculty and Staff on purchasing, acceptable use, and support offerings related to mobile computing devices. Such devices include (but are not limited to):

- Android-based phones and tablets
- iOS phones and tablets (Apple iPhone , iPad)
- RIM/Blackberry devices
- WebOS devices
- Windows Phone devices

The college recognizes the following two classifications of mobile computing devices:

1. College-owned devices:
Devices purchased through college funding sources (i.e. fund designations and grants).
These devices qualify as college-owned assets.

2. Personally-owned devices:
Devices purchased by college employees or students.

Policy

1.0 Purchasing and Quotation Assistance

- 1.1 The Information Technology department permits departmental purchases of mobile computing devices.
- 1.2 The Information Technology department has not published standards with respect to approved makes/models/operating systems of mobile computing devices.
 - 1.2.1 The Information Technology department reserves the right to develop and publish standards at any time. The publication of standards may result in the prohibition of certain devices for College use.
 - 1.2.2 Until standards are published, the Information Technology department will not provide device specification or quotation assistance for departments seeking to purchase mobile computing devices, software (“apps”), or related peripheral devices.

2.0 Governance of General Use

- 2.1 College-owned mobile computing devices are designated as official business tools. Alternate uses may be restricted or prohibited at the discretion of the College, especially when these uses conflict with or interfere with academic and administrative functions.
- 2.2 Although personal use of College-owned mobile computing devices is not prohibited, users acknowledge that all communications, media, applications, and documents transmitted or stored on the devices become the property of Allegany College of Maryland.
- 2.3 Users of mobile computing devices agree to provide *Administrative Device Access* to the College Information Technology department. Consent is implied upon accessing any College-owned resource with a mobile computing device.
- 2.4 Users of mobile computing devices must adhere to policies and governance as established in the Allegany College of Maryland Technology Resources Policy.

3.0 Access to College-Owned Mobile Computing Devices

- 3.1 An individual shall only use devices that are assigned to him or her.
- 3.2 Students who are also employees of the College shall have access to College-owned devices.
- 3.3 Employee access to devices shall be revoked at termination of employment.

4.0 Restricted Uses of Mobile Computing Devices

- 4.1 Use of College-owned devices for personal or financial gain is prohibited.
- 4.2 Personally-owned devices must not be used to store College-owned communications, media, applications, or documents.
- 4.3 Mobile computing devices must not be connected to, tethered to, or otherwise synchronized with college-owned computers or laptops.
- 4.4 College-owned computers and laptops must not be used to program, backup, or otherwise manage mobile computing devices.
- 4.5 Mobile computing devices must only be connected to the ACM wireless network. Connections to the FAC wireless network are prohibited.

5.0 Limitations on College-Provided Support

- 5.1 The Information Technology department cannot provide setup or configuration support for mobile computing devices.
- 5.2 The Information Technology department cannot provide technical assistance or troubleshooting resources for mobile computing devices.
- 5.3 The Information Technology department cannot provide software installation or upgrade support for mobile computing devices.
- 5.4 The Information Technology department cannot provision, manage, or recover usernames and passwords for mobile computing devices.

6.0 Administrative Device Access

- 6.1 Use of a mobile computing device (including a personally-owned device) to access college-owned resources may result in providing the Information Technology department with administrative access to the device.
- 6.2 Administrative Device Access may be provided to the Information Technology department without the user's knowledge or explicit consent.
- 6.3 Depending on the device type, Administrative Device Access allows the Information Technology department to:
 - 6.3.1 Remotely monitor and track the device.
 - 6.3.2 Remotely access communications, media, applications, and documents stored on the device.
 - 6.3.3 Remotely delete device contents ("wipe the device").
 - 6.3.4 Remotely disable the device.
- 6.4 Users of college-owned mobile computing devices must not block, circumvent, or otherwise prevent the Information Technology department from obtaining Administrative Device Access to the devices.
- 6.5 Users of personally-owned mobile computing devices must not block, circumvent, or otherwise prevent the Information Technology department from obtaining Administrative Device Access to the devices if those devices are used to access college-owned resources.