

# Mobile Device Usage Policy Development

## - Topics Covered -

Tech Orchard provides comprehensive Mobile Device Usage Policy (MDUP) development for both corporate-owned and employee-owned mobile devices. If you already have an existing MDUP, we will use the same process to update your current policies.

We start by completing interviews with key stakeholders (Executive Leadership, IT, HR, Sales, etc.) in your organization to better understand company culture, history and current use of mobile devices. When developing your policies, we take into consideration your industry, regulations and governmental laws. We then provide you completed recommendations for both company-owned and bring-your-own (BYO) devices. These documents should be reviewed by your leadership and corporate counsel. We then provide follow-up consulting and editing as part of our process. Below is an outline of everything covered in the MDUP:

### **I. INTRODUCTION**

General descriptions of devices covered, security risks to avoid, business goals and employee responsibilities.

### **II. SCOPE**

Outline the ownership model of the mobile devices to be involved, including smartphones, tablets, wearables and laptops.

### **III. POLICY**

Technical Requirements of Mobile Devices

1. Devices allowed
2. Minimum OS level
3. Password configuration, change requirements and maximum PIN attempts
4. GPS policy
5. Accessing corporate data by employee
6. Corporate access to data
7. Installation of corporate applications
8. Wiping/removing corporate data
9. Restrictions to personal data

## User Requirements of Mobile Devices

1. Reporting requirements
2. Jailbreaking or rooting restrictions
3. Outside software
4. Legal discovery
5. Cellular service, including stipends and reimbursement
6. Manufacture updates and patches
7. Anti-malware and mobile threat prevention requirements
8. Configuration, change requirements and maximum PIN attempts
9. GPS policy
10. Accessing corporate data by employee
11. Corporate access to data
12. Installation of corporate applications

## Safety While Driving

1. Policy around texting, emailing, reading
2. Hands-free policy
3. Traffic violation policy

## Camera and Recording Applications

1. Policy around camera, audio and video recording
2. Policy for employees, contractors and customers

## Other Areas covered

1. Device setup, support and repairs
2. Social media
3. Off-duty expectations
4. International travel
5. Employment separation and device surrender
6. BYOD and company devices
7. Monthly stipends, upgrades and support

**SUMMARY Statement:** Summarizing key policies and restrictions