Mobile Device Usage Policy Development

Tech Orchard provides comprehensive Mobile Device Usage Policy development for all devices. If your organization has an existing policy, we follow the same process to make updates to ensure the policy is current.

We start by completing interviews with key stakeholders (executive leadership, IT, HR, sales, etc.) in your organization to understand its culture, history and use of mobile devices. We then take into consideration your industry, regulations and applicable governmental laws to deliver a completed draft addressing both company-owned and employee-owned (BYO) devices. These documents should be reviewed by your leadership team and corporate counsel to ensure alignment with other organizational policies and priorities. We then provide follow-up consulting and editing to finalize the policy development process.

* Topics Covered *

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

II. **SCOPE**
    Outline of 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 employee data
    7. Installation/removal of corporate applications
    8. Wiping/removing corporate data
    9. Restrictions to personal data

User Requirements of Mobile Devices
1. Enrollment procedures
2. Reporting requirements
3. Jailbreaking or rooting restrictions
4. Outside software
5. Legal discovery
6. Cellular service, including stipends and reimbursement
7. Manufacturers' updates and patches
8. Anti-malware and mobile threat prevention requirements
9. Configuration, change requirements and maximum PIN attempts
10. GPS policy, location services
11. Accessing corporate data by employee
12. Corporate access to data
13. Personal mobile apps

Safety While Driving
1. Policy around texting, emailing and 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-owned devices
7. Monthly stipends, upgrades and support

Closing Statement:
Summarizing key policies and restrictions, along with signature lines