

Mobile Device Policy

Revised 4-19-2023

Purpose: This policy outlines the acceptable use of mobile devices (smartphones, tablets, and laptops) for employees of [Business Name]. The purpose of this policy is to protect the company's assets and sensitive information, while ensuring employees' productivity.

Scope: This policy applies to all employees, contractors, and other personnel who use company-owned or personal mobile devices to access company resources.

Policy:

Authorization: Employees must obtain written approval from their supervisor before using their personal mobile devices to access company resources. The company may provide a company-owned mobile device to employees who require it to perform their job duties.

Security: Employees must ensure that their mobile devices are password-protected, and that they use strong passwords. Employees must not share their passwords with anyone. In the event that a mobile device is lost or stolen, the employee must report the loss immediately to their supervisor and IT support.

Data Protection: Employees must not store any company data or sensitive information on their personal mobile devices unless it is encrypted or secured by a company-approved mobile device management solution. Employees must not use public Wi-Fi networks to access company resources or sensitive information.

Acceptable Use: Employees must use their mobile devices for work-related purposes only. Personal use of mobile devices during work hours should be limited to breaks and lunchtime. The use of mobile devices to access inappropriate or offensive content is strictly prohibited.

Compliance: Employees must comply with all applicable laws and regulations related to the use of mobile devices, including but not limited to data privacy laws and regulations.

Monitoring: The company reserves the right to monitor the use of mobile devices to ensure compliance with this policy and applicable laws and regulations.

Violations: Any employee who violates this policy may be subject to disciplinary action, up to and including termination of employment. Additionally, the company reserves the right to confiscate any mobile device used in violation of this policy.

Review: This policy will be reviewed periodically and updated as necessary to ensure its effectiveness.

By signing below, I acknowledge that I have read and understood this mobile device policy and agree to comply with its provisions.

Employee Name

Employee Signature

Date