

Mobile Device TEC 1.0

Office of Information Technology

Policy Type: Administrative

Applies to: Faculty, staff, student employees, students and volunteers

POLICY DATES

Issued:

Revised:

Edited:

It is the policy of the Office of Information Technology of the University of Mount Union that if you are obtaining your Mount Union email or storing Mount Union data on your personal mobile devices, you must comply with the rules and guidelines found below.

Definitions

Term	Definition
Mobile Devices	Devices with mobile access plans for connection, such as mobile phones, BlackBerries, iPhones, iPads, iPod Touches, Android phones, and phones with Windows Mobile Operating Systems, etc.

Policy Details

Mobile devices and Internet access have become common place, are readily available, and are convenient to use. Remember that any Mount Union data, including email, stored on a mobile device is the property of Mount Union and should be kept secure.

It is recommended that you keep limited amount of Mount Union data on your device and delete data periodically. If your device has an option to automatically delete data periodically, enable that option. It is also recommended that you take advantage of the antivirus software if it is available for your devices.

Set up of the device for connection to the University's email is unique for each type of device. Therefore, the Office of Information Technology cannot specifically give instructions for this setup.

PROCEDURE

Issued:

Revised:

Edited:

Reviewed:

- I. You must register your mobile device with the Office of Information Technology. You can register your device with an online form.
- II. You must secure the device with a complex password. A complex password is something that contains a mix of:
 - a. Capital and lowercase letters
 - b. Numbers
 - c. Symbols (if supported by your device)
 - d. Do not use names, birthday, etc.
- III. You must contact the Office of Information Technology immediately if your device is lost or stolen by contacting the IT Helpdesk via phone or email.
- IV. It is recommended that you set and use all automatic security features for your device, such as automatic lock, encryption, etc.

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The Office of Information Technology does not support personal mobile devices. For example, support could be considered as helping set up email, calendaring or other functions on the device, troubleshooting or any other interaction with the device.

Responsibilities

Position or Office	Responsibilities
Information Technology	Registering devices that store Mount Union data

Resources

Contacts

Position	Office	Telephone	E-mail/URL
Director of IT	Information Technology	(330) 823 – 2844	IT@mountunion.edu

History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

Issued:

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Reviewed: