

Village of Mount Prospect Mobile Device Policy for Village-Owned Devices

Purpose

To establish a mobile device policy for staff that use cell phones, smartphones, tablets or other mobile devices as part of the daily transaction of business.

Policy

The Village of Mount Prospect may provide mobile devices to staff to accomplish their required job tasks. The overriding goal of this policy is to protect the integrity of confidential Village data, to comply with state mandated FOIA statutes, and to protect the Village network from malware or breaches of any type.

For Village-owned cellular phones:

- 1) The Village has purchased a specific package of minutes for business use. The Village will receive detailed monthly billing statements and these statements will be reviewed to determine whether the calls made and received were appropriate. No toll calls will be paid by the Village (i.e. 900, 976 numbers). While personal use of the phone is not prohibited it should be controlled so that the total number of monthly minutes does not exceed the number of minutes purchased by the Village. If the number of minutes used exceeds the number of minutes that the Village purchased, the employee may be responsible for paying the additional fees.
- 2) The employee is responsible for ensuring that the assigned phone is in good working order, batteries are properly cared for, and the employee shall be able to fully utilize the features on the phone.
- 3) The employee will promptly respond when contacted via the phone and further understand that he or she may be contacted after normal hours for possible response.
- 4) If an employee is terminated, that employee is required to return the phone in good working order. Failure to do so will result in the employee providing payment directly to the Village to undertake necessary repairs or replacement.
- 5) The Village has the authority to take necessary measures to manage the use of phones and other mobile devices used in the conduct of Village business and is not responsible for the loss of personal information, nor costs that may result from the management and control activities needed to ensure acceptable use of such devices.
- 6) Any device that stores Village information is subject to FOIA and eDiscovery. While the Village will take necessary action to provide information as requested,

individuals authorized under this policy will be required to surrender their devices as needed to provide the requested information.

- 7) The following criteria should be used by Departments to justify requests for mobile device:
 - a. Employee is a Department Head, Manager, or Supervisor.
 - b. Employee position requires a high degree of mobility.
 - c. Employee regularly performs job functions at locations where a “land line” is not available.
 - d. Employee is required to attend frequent off-site events, such as meetings or conferences.
 - e. Employee must conduct essential job functions while traveling.
 - f. Employee is involved in some type of emergency response role.
 - g. Employee needs to be available for 24/7 “On Call” emergency support.
- 8) Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

For Village-owned smartphones and other mobile devices:

- 1) All the items listed for cellular phones above hold true for smartphone use, in addition to those listed below.
- 2) Connecting mobile devices wirelessly to the internal Village network is explicitly prohibited, unless the device has been configured by IT for limited functionality (e.g. no Internet, just internal web access to a particular Village application).
- 3) Devices that are lost or stolen must be reported to Village IT staff immediately. The Village reserves the right to “remove” or “wipe” the device. The Village will not be responsible for the loss of any Village or personal information that results from this process.
- 4) Village data will be wiped from a device prior to or upon termination of employment.
- 5) It is a violation of this policy to disable the Village’s ability to wipe a device authorized under this policy.
- 6) Authorized individuals will report brand, model, serial number and phone number to the IT staff for access.
- 7) “Rooting” or “jailbreaking” Village-owned devices is explicitly prohibited.
- 8) Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.
- 9) Employees may not connect personal devices to Village resources without authorization from their Department Director and from Information Technology.

By signing this agreement I agree to the conditions outlined in this policy.

Type of cellular phone or other mobile device authorized under this policy:

- ☐ Village-owned cellular phone
- ☐ Village-owned smartphone or other mobile device

Make _____

Model _____

Operating System _____

Employee Name – Printed

Date

Employee Signature