Southside
HOUSING ASSOCIATION

Acceptable Usage Policy & Agreement
Association-Issued Mobile Devices

February 2019

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Update:	N/A
Next Review:	February 2022

Contents

1. Purpose

This policy outlines the use of mobile devices by anyone working on behalf of Southside Housing Association (SHA). It should be read and agreed by all employees, volunteers and any other persons who use Association-issued mobile device, before receiving a device.

2. Use of Association-issued mobile devices

Mobile devices refer to any portable information or communication device such as mobile phones, laptops and tablets.

Users may be issued an Association owned mobile device. Use of these devices is reliant upon continued employment and/or engagement with SHA and the device remains the sole property of SHA.

Association-issued mobile device contract plans are arranged centrally, and use of minutes and data will be monitored on a regular basis to ensure that plans are fit-for-purpose.

Although SHA understands that some minimal amount of personal use of an Association device is possible, the key purpose of the device is for business use only. Family and friends should not use mobile devices that are used for Association.

Under no circumstances are users required to place themselves at risk or break the law while driving to fulfil business needs. Users charged with traffic violations, resulting from the use of their devices, while driving will be responsible for all resulting liabilities and associated penalties.

Users should also ensure they use all Association-issued devices in accordance with the SHA ICT Acceptable Usage Policy.

3. Security

3.1. Logical Security (Passwords, pin codes and software/app restriction)

Users must protect devices using a PIN, password or other security measures on every device that can access Association information.

Users may not use any cloud-based apps or backup that allows Association-related data to transfer to unsecure parties. Due to security issues, mobile devices must not be synchronised to other devices in an employee's home.

In exceptional circumstances only, copies of information may be transferred to encrypted mobile storage devices such as USB sticks. Such devices must be

used only as a means of transfer or as temporary storage when remote access is not possible

Making any modifications to the device hardware or software, or installing additional hardware or software, beyond authorised and routine installation updates is prohibited unless approved by the IT Manager. Users may not use unsecured and non-work related Internet sites.

3.2. Physical Security (Lost, Stolen, Hacked, or Damaged Equipment)

Devices will be provided with protective covers, and users are expected to protect mobile devices used for work-related purposes from loss, damage, or theft.

If a device is damaged, lost or stolen, the user must notify the SHA IT Manager immediately.

Users must ensure that they are in a secure location when working with confidential information and should not access such information in a public location. This includes on-site locations that are accessible to the public such as reception areas.

Users must not allow anyone who is not an authorised user to use equipment that has been specifically issued to them.

4. Device Redundancy & Termination of Employment

Association-issued mobile devices are SHA property. If the device is no longer needed for SHA business, it must be returned to the IT Manager.

Upon resignation or termination of employment, mobile devices must be returned to the IT Manager. Surrendered devices will be reset to factory defaults and re-purposed as required.

5. Liabilities

SHA reserves the right to take appropriate disciplinary action for noncompliance with this policy.

6. User Agreement

I have read and agree to the terms of this Mobile Device Acceptable Use Policy

Print Name:	
Device Number:	
Device Type:	
Date:	
Signature:	