Sample Personal Device Policy

Subject to the following terms and conditions, Company will permit Personal Devices to access the Company Network:

(i) The cost of acquiring and maintaining the Personal Device as well as all operational/connectivity charges are the responsibility of the employee. The Company will not pay for or reimburse the employee for any of such costs or expenses. In addition, the Company shall not be responsible for any increased or additional connectivity charges incurred by the employee as a result of accessing the Company Network with a Personal Device.

(ii) The Personal Device has to meet the minimum technical standards, including operating system/firmware (collectively, the “Minimum Standards”), defined by the IT Department from time to time and must be inspected by the IT Department at the time of configuration for access to the Company Network.

(iii) The employee will be responsible for ensuring that the Device continues to meet the Minimum Standards while the Device has access to the Company Network.

(iv) By receiving access to the Company Network with a Personal Device, the employee agrees to be subject to and comply with all applicable Company rules, regulations, and policies; including the security and other usage guidelines set forth in [mention where your computer use policies are located]. Company reserves the right to modify all such rules, regulations and policies from time to time in its sole discretion. In addition, as a condition to receiving access to the Company Network the employee will be required to execute and abide by a Consent in substantially the form and/or containing substantially the terms, as attached hereto as [fill in the exhibit, or whatever your company uses for signing of policies – this is what they sign to indicate that they’ve read and understand this policy]. The Company reserves the right to modify the Consent from time to time in its sole discretion. Furthermore, at termination of employment with the Company, upon request of the Company, the employee may be required to assign the phone number associated with the Personal Device to the Company. [This last sentence is relevant if you have key employees using their personal devices to interact with, and maintain a relationship with, your customers, partners, etc. In that situation you can take the phone number and not have to tell your customers to call another number.]

(v) Notwithstanding any provision of this Policy to the contrary, the Company Network may not be accessed via VPN from a Personal Device.

(vi) By receiving access to the Company Network the employee grants to the Company the right to access the Device with or without notice to investigate, review, delete, remote wipe Company data, and/or remote kill and disable the Device at any time for any reason. The Company will not be liable for the loss of any Personal data arising from such actions by the Company.

(vii) The employee will immediately notify their local IT support team should they believe that their Device has been lost, stolen, or otherwise compromised so that Company may take appropriate actions to safeguard Company data and the Company Network.

(viii) If the Company suspects a security breach related to a Personal Device it may, with or without notice, take any and all actions deemed appropriate to secure Company data and the Company Network, including, but not limited to, disconnecting the Device from the network and remote wiping Company data and/or remote killing or disabling the Device.
Sample Personal Device Policy – Communication FAQ

Q: What devices are supported?
A: The Good software is supported on a number of mobile devices including the iPhone, iPad, Android, Windows Mobile and Symbian. A full list of supported devices can be found on the Good web site at...

Q: Do I need to turn in my Blackberry?
A: Yes. This service has a significant cost associated with its deployment. Company is offsetting this cost through disabling existing Blackberry services for users who opt in.

Q: How many devices can I have?
A: Our current model is setup to offer each user one device however we do have the capacity to support multiple devices per user with additional approval and license purchase.

Q: What happens if I lose my device?
A: If your device has become lost, stolen, or otherwise compromised, Company IT Staff has the ability to remotely delete the Good application and all associated company data. Please notify IT support at … with notification to wipe the data.

Q: What happens if I leave the company or decide to opt out of the program?
A: Should you leave the company or decide to opt out of the mobile device program, IT Staff will remotely delete the Good application along with the associated company data.

Q: Will the company cover the cost of a non-Blackberry device or reimburse me for my phone bills?
A: No. The company provides our corporate standard Blackberry devices at no cost to users. All other devices are considered Personal and must be paid for by employees. You may not seek reimbursement for the purchase or usage fees associated with these devices. Please also be aware that receiving company email and calendar appointments on your device will increase the amount of data your phone uses on a monthly basis. This may lead to increased Personal phone bill charges.

Q: What if I don’t currently have a company provided Blackberry or other cell phone?
A: You may still qualify for the program with approval of your cost center manager.