



# PROPOSAL KIT SAMPLE

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## SMARTPHONE AND PERSONAL DIGITAL ASSISTANT (PDA) USAGE POLICY

The purpose of this policy is to set forth a Company Smartphone and Personal Digital Assistant (PDA) Usage Policy by which employees and contractors will abide while using, leasing or otherwise making use of Personal Digital Assistant (PDA) devices. The intention of this policy is to provide proper guidance to employees and contractors who make use of PDAs during the course of their work with <<Company>>. As an employee or contractor of <<Company>>, you are required to comply with this policy at all times.

### Terms and Conditions

The Personal Digital Assistant (PDA) Usage Policy is as follows:

#### 1. Definitions.

For the purpose of this Smartphone and Personal Digital Assistant (PDA) Usage Policy, a PDA shall be defined as a hand-held computing device, tablet or phone ("smartphone") that provides Internet access (wireless or otherwise), software applications, communication and email services, and network connectivity through cellular, Wi-Max, Wi-Fi or other networks.

#### 2. Approved List of Devices (Hardware).

Due to the changing nature of Smartphone and PDA devices, <<Company>> shall only support a limited number of hardware devices and configurations. This is done in order to provide employees with a high level of support while ensuring enough flexibility for employees to select the appropriate PDA that meets their job requirements. This approved list is subject to change and may be amended to adapt to specific Company needs and requirements. The following hardware shall be supported:

<< Insert Supported Hardware Here >>

### **3. Approved List of Software and Technologies.**

In order to effectively interface with Company resources, networks, mail servers and other communication systems, the following software and technologies shall be required to be used for the following Company tasks. There shall be no exception to this list without prior written approval from << IT Department, Manager, etc. >>. Due to the changing nature of PDA devices, <<Company>> shall only support a limited number of hardware devices and configurations. This approved list is subject to change and may be amended to adapt to specific Company needs and requirements. The following required software and technologies shall be used for the following tasks:

#### **Email/Calendar Client**

<< Insert Supported Software or Requirement Here >>

#### **Docking, "Hot Synch" or other Synchronization Systems**

<< Insert Supported Software or Requirement Here >>

#### **Operating Systems (OS)**

<< Insert Supported Software or Requirement Here >>

#### **Virtual Private Networking (VPN)**

<< Insert Supported Software or Requirement Here >>

#### **FTP / SFTP or SSH Access**

<< Insert Supported Software or Requirement Here >>

#### **Instant Messenger (IM) or Chat Programs**

<< Insert Supported Software or Requirement Here >>

#### **Other Software Systems**

<< Insert Supported Software or Requirement Here >>

#### 4. Use of Personal PDAs.

Employees may use PDAs that they own or lease, provided that they meet the above guidelines AND that they have written permission from << IT Department, Manager, etc. >>.

#### 5. PDA General Usage Policies.

Use of PDAs by Company employees and contractors shall be governed by the *Company Internet Access and Asset Usage Policy* as well as the *Company Wireless Network Usage Policy*. Copies of these policies may be obtained from the Company Human Resources Department.

- ◆ All PDAs provided to employees and contractors may not be used for commercial or other activities from which they, directly or indirectly, personally profit or have a profit motive.
- ◆ All PDAs must have the Company-required applications and security software installed prior to accessing Company resources or networks. Employees must have the Company IT Department review and certify that all PDAs meet the Company Network Security Policy prior to their use.
- ◆ All PDAs shall make use of access control systems and encryption.
- ◆ All PDAs and software running on PDAs must use complex passwords and secure digital certificates for remote access.
- ◆ All PDAs shall make use of self-updating or software that automatically updates itself to ensure that the devices comply with the Company Network Security Policy.
- ◆ All PDAs, whether owned by the employee or not, shall be subject to on-demand audits by the IT Department or Managers to ensure compliance with the Company Network Security Policy.
- ◆ All PDAs provided to employees and contractors must be serialized and recorded into Company Inventory. This includes all PDAs

purchased by employees or contractors that they are later reimbursed for.

## **6. PDA Usage and Your Health and Safety.**

Improper usage or overuse of PDAs can lead to injury, tendinitis or swelling of tissues and joints.

The following is provided to help you avoid such injury while you use your PDA. If you have questions or concerns or would like a demonstration of these safety techniques, please contact the Human Resources Department.

Proper use of your PDA includes:

# **DEMO CONTRACT**

**This demo contract has been truncated. The complete 5 page editable version of this document is available in the Contract Pack template collections**

<https://www.proposalkit.com/html/legal-contract-templates/human-resources-templates/pda-personal-digital-assistant-usage-policy.htm>

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