



PROPOSAL KIT SAMPLE

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PERSONAL TECHNOLOGY USAGE POLICY

(Tablets, Smartphones, Laptops and other Devices)

The purpose of this document is to set forth a Company Personal Technology Usage Policy by which employees and contractors will abide while using, leasing or otherwise making use of personal technology in the course of their duties while employed at <<Company>>. The intent of this policy is to provide proper guidance to employees and contractors who make use of personal technology 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 Technology Usage Policy is as follows:

1. Definitions.

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

For the purpose of this Personal Technology Usage Agreement, "Company Services" shall be defined as all resources provided to employees by Company in order to fulfill their duties as employees.

This list includes, but is not limited to:

- ◆ Email, webmail, chat and other forms of communication associated with the Company.
- ◆ FTP, SFTP, SSH, Remote Access or Virtual Private Networks (VPN).

- ◆ Online access to Company portals, online software or resources.
- ◆ Remote access to Company computers or servers.

2. Approved List of Devices (Hardware).

Due to the changing nature of Personal Technology devices, <<Company>> may at its sole discretion, decide to not allow or support specific devices or technologies that interact with its network. This list is subject to change and may be amended to adapt to specific Company needs and requirements. The following devices shall be allowed to interact with Company networks or resources:

<< 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 for use in 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 Personal Technology 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 by device if needed >>

Docking, "Hot Synch" or other Synchronization Systems

<< Insert Supported Software or Requirement Here by device if needed >>

Operating Systems (OS)

<< Insert Supported Software or Requirement Here by device if needed >>

Virtual Private Networking (VPN)

<< Insert Supported Software or Requirement Here by device if needed >>

FTP / SFTP or SSH Access

<< Insert Supported Software or Requirement Here by device if needed >>

Instant Messenger (IM) or Chat Programs

<< Insert Supported Software or Requirement Here by device if needed >>

Other Software Systems

<< Insert Supported Software or Requirement Here by device if needed >>

4. Limits on Use of Personal Technology.

The use of Personal Technology is for the Company's benefit and the convenience of the Employee. Employees must still adhere to the Company Communications and Email policies, whether they are using Personal Technology Devices or their normal work station(s). Any integration between a Personal Technology device and Company resources must not use the Company resource (Company email, VPN, etc.) for personal usage.

5. Personal Technology General Usage Policies.

Use of Personal Technology 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.

Company's general personal technology usage policies are as follows:

- ◆ All Personal Technology 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 Personal Technology meets the Company Network Security Policy prior to use.

- ◆ All Personal Technology shall make use of access control systems (password protection) and encryption. Personal Technology devices that interact with Company resources can get lost and access control systems help prevent outsiders from gaining access to Company networks and systems.
- ◆ All Personal Technology and software running on Personal Technology devices must use complex passwords and secure digital certificates for remote access where appropriate.
- ◆ All Personal Technology 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 Personal Technology, whether owned by the employee or not, that interacts with Company resources, shall be subject to on-demand audits by the IT Department or Managers to ensure compliance with the Company Network Security Policy.

DEMO CONTRACT

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

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