



Thulamela Municipality

BRING YOUR OWN DEVICE POLICY



DATE	1 July 2022
REVISION	0.1
Document ID	ICT-019-7718

Preamble

Thulamela Municipality grants its employees the privilege of purchasing and using smartphones and tablets of their choice at work for their convenience. Thulamela Municipality reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of Thulamela Municipality's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms. Municipality employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the Municipality network.

Acceptable Use

- The Municipality defines acceptable business use as activities that directly or indirectly support the business of Thulamela Municipality.
- The Municipality defines acceptable personal use on Municipality time as reasonable and **limited** personal communication or recreation, such as reading or game playing.
- Employees are blocked from accessing certain websites during work hours/while connected to the corporate network at the discretion of the Municipality. Such websites include, but are not limited to...Social sites and adult sites, etc.
- Devices' camera and/or video capabilities are not disabled while on-site.
- Devices may not be used at any time to:
 - Store or transmit illicit materials
 - Store or transmit proprietary information belonging to another Organisation
 - Harass others
 - Engage in illegal business activities
 - Etc.
- The following apps are allowed: (all apps downloaded through iTunes or Google Play)
- The following apps are not allowed: (apps not downloaded through iTunes or Google Play)
- Employees may use their mobile device to access the following Municipality-owned resources: email, calendars, contacts, documents, teams, yammer, intranet, internet, etc.
- Thulamela Municipality has a zero-tolerance policy for texting or emailing while driving and only hands-free talking while driving is permitted.

Devices and Support

- Smartphones including iPhone, Android, Blackberry and Windows phones are allowed (the list should be as detailed as necessary including models, operating systems, etc.).
- Tablets including iPad and Android are allowed (the list should be as detailed as necessary including models, operating systems, versions, etc.).
- Connectivity issues are supported by IT; employees should contact the device manufacturer or their carrier for operating system or hardware-related issues.
- Devices must be presented to IT for proper job provisioning and configuration of standard apps, such as browsers, office productivity software and security tools, if required.

Reimbursement

- The Municipality will not reimburse the employee for the cost of the device.
- The Municipality will after careful consideration of an employee's Job Description or Job Requirements or Needs do the following:
 - Pay the employee an allowance,
 - Not pay anything at all to cover phone/data plan,
 - Cover the cost of the entire phone/data plan,
 - Compensate the phone/data plan, etc. as approved by the Municipal Manager.
- The Municipality will not reimburse the employee for the following charges: roaming, plan overages, etc.

Security

- In order to prevent unauthorized access, devices must be password protected using the features of the device and a strong password is required to access the Municipality network.
- The Municipality's [password policy](#) is: Passwords must be at least eight characters and a combination of upper- and lower-case letters, numbers and symbols. Passwords will be rotated every 30 days and the new password can't be one of 15 previous passwords.
- The device must lock itself with a password or PIN if it's idle for five minutes.
- After five failed login attempts, the device will lock. Contact IT to regain access.
- Rooted (Android) or jailbroken (IOS) devices are strictly forbidden from accessing the network.
- Employees are automatically prevented from downloading, installing and using any app that does not appear on the Municipality's list of approved apps.
- Smartphones and tablets that are not on the Municipality's list of supported devices are/are not allowed to connect to the network.
- Smartphones and tablets belonging to employees that are for personal use only are/are not allowed to connect to the network.
- Employees' access to Municipality data is limited based on user profiles defined by IT and automatically enforced.
- The employee's device may be remotely wiped if 1) the device is lost, 2) the employee terminates his or her employment, 3) IT detects a data or policy breach, a virus or similar threat to the security of the Municipality's data and technology infrastructure.



Risks/Liabilities/Disclaimers

- While IT will take every precaution to prevent the employee's personal data from being lost in the event it must remote wipe a device, it is the employee's responsibility to take additional precautions, such as backing up email, contacts, etc.
- The Municipality reserves the right to disconnect devices or disable services without notification.
- Lost or stolen devices must be reported to the Municipality within 24 hours. Employees are responsible for notifying their mobile carrier immediately upon loss of a device.
- The employee is expected to use his or her devices in an ethical manner at all times and adhere to the Municipality's acceptable use policy as outlined above.
- The employee is personally liable for all costs associated with his or her device.

- The employee assumes full liability for risks including, but not limited to, the partial or complete loss of Municipality and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.
- Thulamela Municipality reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy

Policy Review

This policy shall be reviewed by 30 June 2025.

Bring Your Own Device Policy	
<input type="checkbox"/> Recommended by	 Senior Manager: Corporate Services: Todani N.A. <div style="text-align: right;"> <u>30 / 06 / 2022</u> Date </div>
<input type="checkbox"/> Approved by	 Acting Municipal Manager: Makumule MT <div style="text-align: right;"> <u>30 / 06 / 2022</u> Date </div>