BYOD Policy Template

Janco Associates, Inc.

2024

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Bring Your Own Device (BYOD) Access and Use Policy

Overview

The purpose of this policy is to define standards, procedures, and restrictions for end-users who have specific and authorized business requirements to access enterprise data from a personal device - BYOD (Bring Your Own DEVICE) - connected via a wired, wireless, or unmanaged network outside of ENTERPRISE's direct control. This policy applies to, but is not limited to, all devices and media that fit the following device classifications:

- Smartphones
- PDAs
- USB devices and data
- Laptop/notebook/tablet computers
- Ultra-mobile PCs (UMPC)
- Mobile/cellular phones
- Wearable devices
- Home or personal computers used to access enterprise resources

[text obscured] a and connecting to an unmanaged

[text obscured] be used to access enterprise [text obscured] plied by ENTERPRISE.

[text obscured] agreement in place with every mobile [text obscured] ture of mobile IT operations, and it [text obscured] ur BYOD policy itself, this agreement should be as clear as possible, to prevent misunderstandings that could generate a wide range of problems and IT headaches.

Components of the BYOD Strategy and Basics for BYOD Policy

The BYOD strategy and resultant policy are driven by 8 factors: device choice options; user experience and privacy; internal marketing and training; liability; economics; application design and infrastructure; maintainability; and trust security compliance. Each of these factors has been considered in the creation of this policy. A detailed description   e company must be on the same page about   need to be clear and compliance mandatory.

devices they already have

supportability features a bring-your-own-device program should support

- Understand the operating system, hardware, and regional variances around that baseline

- Develop an "easy" certification process for the evaluation of future devices

- Establish clear communication to users about which devices are allowed or not, and why

- Policies need to be established for device features from Global Positioning System (GPS) receivers to cameras and audio recorders. Policies should cover the use of these features as they relate to work.

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BYOD Policy Decision Table

Device Choice	User Experience and Privacy
• Analyzing employee preferences and understanding which devices they have already bought • Defining an acceptable baseline of what security and supportability features a bring-your-own-device program should support • Understanding the operating system, hardware, and regional variances around that baseline • Developing a light-touch certification plan for the evaluation of future devices • Establishing clear communication to users about which devices are allowed or not, and why • Ensuring the IT team has the bandwidth	• Identifying the activities and data IT will monitor • Clarifying the actions IT will take and under which circumstances • Defining the BYOD privacy policy • Critically assessing security policies and restrictions for sustainability • Deploying core services (email, critical apps, WLAN access) to the employee • Preserving the native experience • Communicating compliance issues clearly to the employee

Trust Model	App Design and Governance
• Identifying and assessing risk for common security posture issues on personal devices • Defining remediati... quarantine, selectiv... • Setting tiered polic... • Establishing the ide... • Lending a critical e... policy being institu...	• Designing mobile apps to match the trust level of personal devices ...y based on device... ...stment of building apps ...icies ...app violations ...rantine, or destruction

• Defining the elements of baseline protection for enterprise data on BYOD devices • Assessing liability for personal web and app usage • Assessing liability for usage onsite vs. offsite, and inside work hours vs. outside work hours • Evaluating whether the nature of BYOD reimbursement affects liability (partial stipend vs. full payment of service costs) • Quantifying the monitoring, enforcement, and audit costs of the BYOD compliance policy • Assessing the risk and resulting liability of accessing and damaging personal data (for example, doing a full instead of a selective wipe by mistake)	• Shifting the cost of device hardware to the user and moving to a stipend model • Controlling excess service charges through more responsible usage • Establishing appropriate service plans, realizing some negotiating leverage might be lost • Assessing the productivity impact of users being able to use their desired platforms • Changing the help desk model (with BYOD, employees use the help desk as the last resort instead of a first resort) • Reducing compliance and audit costs, _if_ the legal assessment shows lower liability with personal devices) • Assessing tax Implications

Sustainability	Internal Marketing
• Securing corporate data • Minimizing the cost of implementation and enforcement • Preserving the native user experience • Staying up to date with user preferences and technology innovations	• Communicating why the company is moving to BYOD • Understanding BYOD is an HR initiative as much as an IT initiative • Defining IT's "brand" • Supporting the brand message with the appropriate action(s)

Electronic Forms

Eight (8) Electronic forms are included with this policy template. They come separately in their directory.

BYOD Access and Use Agreement Form

Employee Termination Checklist

Mobile Device Security Access and Use Agreement Form

Mobile Device Security and Compliance Checklist

Telecommuting IT Checklist

Telecommuting Work Agreement

Work From Home IT Checklist

Work From Home Work Agreement

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IT Job Descriptions

Four (4) detailed job descriptions are included with this policy template. They come separately in their directory.

BYOD Support Specialist

BYOD Support Supervisor

Manager BYOD Support

Manager WFH Support

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What's New

2024 Edition

- Updated all included forms
- Updated all included job descriptions

2023 Edition

- Termination/end of relationship process added to the policy
  - Added Employee Termination Checklist
- Updated all included forms
- Updated all included job descriptions

2022 Edition

- Updated all included forms
- Updated all included job descriptions

2021 Edition

- Added Work From Home Best Practices
- Added four (4) electronic forms:
  - Telecommuting IT Checklist
  - Telecommuting Work Agreement
  - Work From Home IT Checklist
  - Work From Home Work Agreement
- Added a job description for Manager WFH Support
- Updated all included forms
- Updated all included job descriptions

2020 Edition

- Update section on device ownership options
- Updated all electronic forms
- Updated all attached job descriptions
- Updated all the included procedures to meet compliance mandates