

## Mobility Policy Bundle

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Janco Associates, Inc.



This document contains the following policies:

- BYOD Access and Use Policy
- ♣ Mobile Device Access and Use Policy
- Privacy Compliance Policy
- Record Management, Retention, and Disposition Policy
- Social Networking Policy
- Telecommuting Policy
- Travel, Laptop, PDA and Off-Site Meeting Policy
- Wearable Device Policy

In addition, along with the 8 policies, included are 28 electronic forms and 14 full job descriptions to assist in the administration of the mobile workforce.

The Electronic forms Include:

- Disaster Recovery foms
  - o Remote Location Contact information
- Records Management
  - o Administrative Records
  - o Computer and Information Secuity Records
  - Computer Operations and Technical Support Records
  - o Data Administratio Records
  - Facility Records
  - Financial Records
  - General Systems and Application Development Records
  - o Mobile Device Access and Use Agrement
  - Network and Communication Services Records
  - o Personell Records
  - Safety Records
  - o Sales Reccords
  - o User and Office Automation Records
- Safety Program
  - o Inspection Checklist Work from Home Location
- Security
  - o Mobile Device Security and Compliance Checklist
  - o Privacy Policy Compliance Agreement
  - Security Access Application
  - Sensitve Information Policy Compliance Agreement
  - Telecommution Work Agreement
  - Text Messaging Sensitve Information Agreement
  - Work From Home Work Agreement
- General forms
  - BYOD Access and Use Agreement
  - Company Asset Employee Control Log
  - o Internet and Electronic Communication
  - Social Networking Policy Compliance Agreement
  - o Telecommuting IT Checklist
  - Wearable Device Access and Use Agreement
  - o Work From Home IT Checklist



#### The job descriptions included are

- Chief Mobility Officer
- Chief Security Officer
- Data Protection Officer
- Manager BYOD Support
- Manager Compliance
- Manager Record Administrator
- Manager Security and Workstations
- Manager Social Networking
- Manager Telecommuting
- Manager WFH Support
- ♣ BYOD Support Supervisor
- ♣ BYOD Support Specialist
- ♣ Record Management Coordinator
- Security Architect
- Social Media Specialist



## BYOD Policy Template





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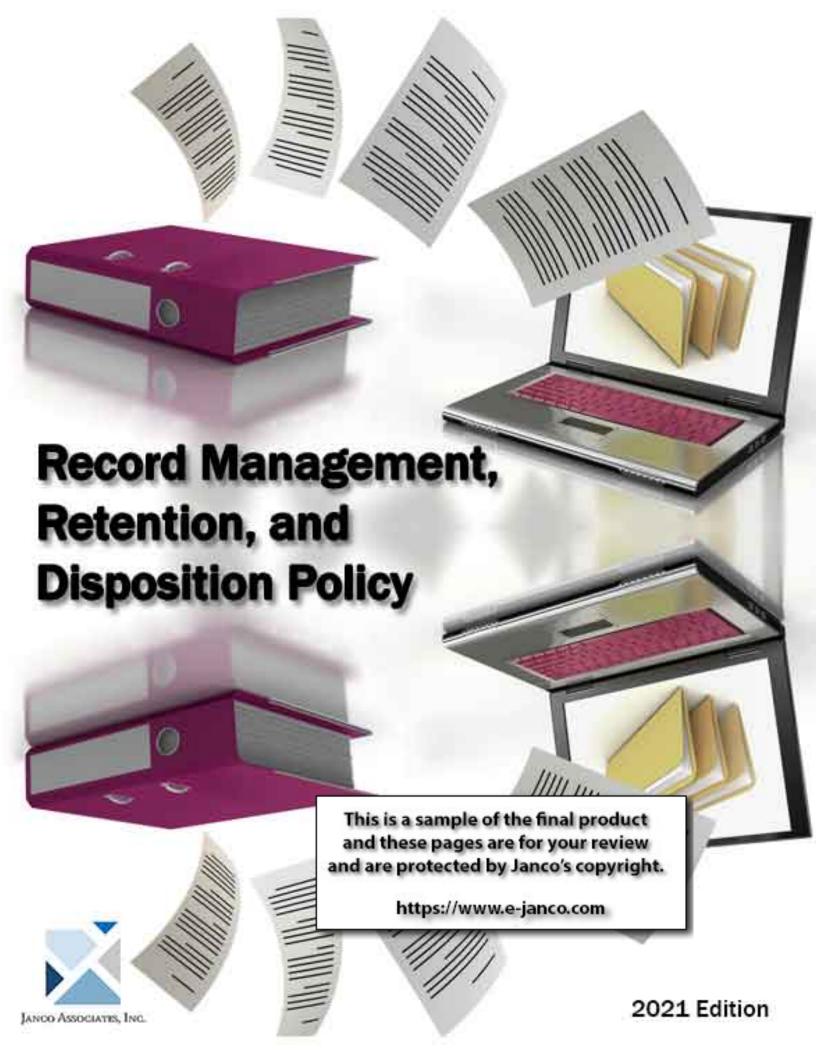


### Privacy Compliance Policy



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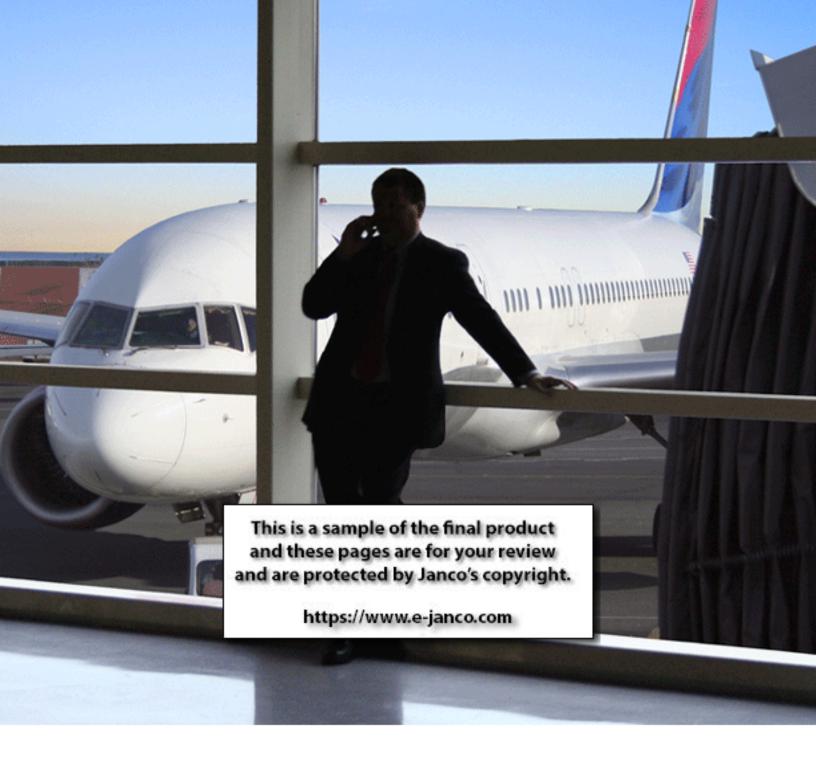
### **Social Networking Policy**

Managing and Controlling Employee Social Networks





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## Travel, Laptop, PDA, and Off-Site Meeting Policy

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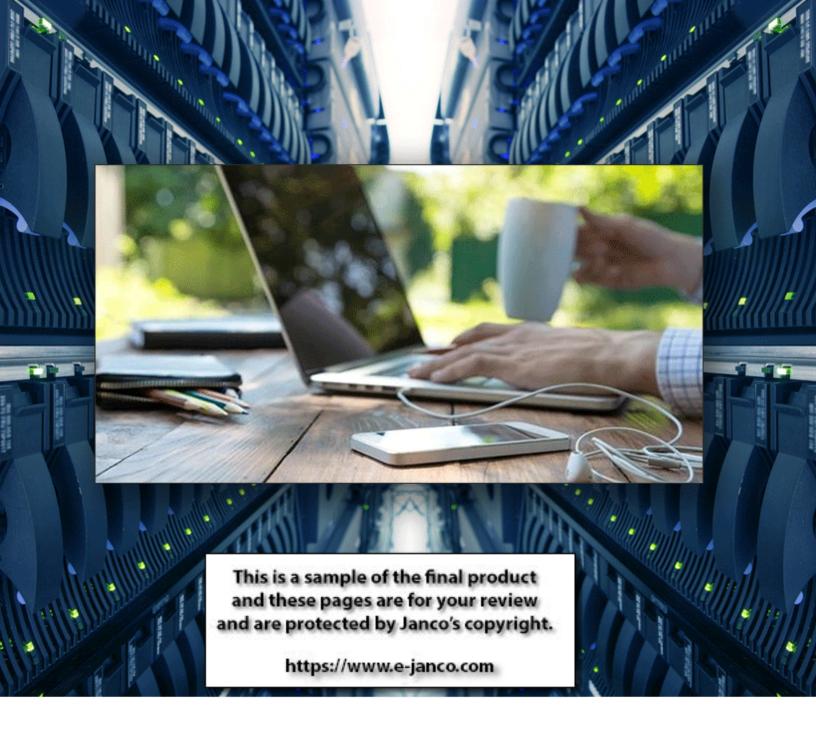


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## Work From Home & Telecommuting Policy



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ENTERPRISE Policy Requirements  Compensation and Benefits  Hours of Work  Attendance at Meetings  Sick Leave and Time Off  Workers' Compensation and Safety Program Liability  Equipment and Supplies  Record Management Process and BCP  BYOD Security			
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