

## **MOBILE DEVICES USAGE POLICY – EMPLOYEES**

This policy applies to, but is not limited to, the use of mobile/cellular phones, laptop/notebook/tablet computers, smart phones and PDAs, and any mobile device capable of storing corporate data and connecting to an unmanaged network, hereinafter referred to as “mobile device.” Mobile devices can further be defined as having the ability to receive and/or transmit voice, text, data messages and/or Internet usage without a cable connection.

### General Mobile Device Use in the Workplace

- A. Employees are expected to use good judgment when engaging in personal calls, sending/receiving text messages, and/or Internet usage on their mobile device during work hours. Excessive personal calls, text messaging, and/or Internet usage during work hours regardless of the phone used can interfere with employee productivity, safety and be distracting to others. Employees who make excessive or inappropriate use of a mobile device may be limited to using such devices only on scheduled break periods.
- B. The use of a mobile device in any capacity is prohibited while operating College owned equipment (i.e. tractors, lawn mowers, gators, forklifts, golf carts, etc.).
- C. The use of a mobile device in any capacity while driving during College-related business is prohibited. If an employee needs to use a mobile device while traveling on College-related business, he/she must pull over to make the call or at a minimum, use hands-free equipment. Employees must comply with all applicable State and Federal laws.
- D. To protect the privacy of the faculty, staff, students and visitors, employees are prohibited from using their mobile device as a means to photograph and/or record an individual(s) in any form (audio and/or video) without that individual’s knowledge and consent.
- E. The use of mobile devices to photograph and/or record confidential information, private information and/or related item is prohibited.
- F. The College will not be liable for the loss of personal mobile devices brought into the workplace.
- G. Any connection to the College’s information services must adhere to the Acceptable Use of Technology Policy.
- H. Employees have no expectation of privacy related to mobile devices issued by the College.

Failure to follow the provisions of this policy could result in disciplinary action, up to and including termination of employment.