



TITLE: USE OF KOKUA CELL PHONES

POLICY 3.93

Rev. September 2017

PURPOSE AND SCOPE:

This policy outlines Kokua's expectations for employees regarding use of the agency assigned cell phones. This policy applies to every employee and volunteer that is issued a Kokua cell phone is subject to the terms of the organization's Cell Phone Policy.

Cellular telephones and Smart phones enable fast communications, remote wireless network connectivity and more productive mobile employees. However, such devices add significant operating expenses and create additional security concerns for the organization and the clients we serve. As such, the organization maintains and enforces this Cell Phone policy to help the organization maximize security while also managing costs.

A. Acceptable Use

The organization will provide cellular telephones (complete with features and monthly voice and data service - Android Phone) for the employee at the discretion of the Executive Director.

Organization-provided cellular telephones are only to be used for fulfilling business responsibilities. No organization-provided cellular telephone or devices are to be used for personal reasons; employees are prohibited from incurring any fees or charges as a result of personal or unauthorized use of organization-provided cellular telephone and subsequently billing those fees and charges to the organization. If cellular telephone, accessory and/or service fees or charges result from personal or unauthorized use of organization-provided equipment, the employee may be disciplined for these actions up to and including termination.

Employees are prohibited from installing unapproved and unauthorized software on organization-provided cellular telephones. Employees shall refrain from downloading additional software and services, including distinctive ring tones, games and other messaging services, to organization-provided cellular telephones.

No employee may connect, dock or otherwise synchronize any unapproved cellular telephone or other device, whether owned personally by the employee or provided by the organization, with any organization computer, laptop, server, system or network, without the prior consent of the Executive Director. Modified devices may be wiped and set to the default configuration at the discretion of the Executive Director.

Employees loaned organization-provided cellular telephones are responsible for the security of those devices. Employees are required to lock their cellular telephones and to have automatic locking enabled on the device. Employees are to keep the devices on their person at all times when traveling for work. All organization-provided cellular telephones and accessories remain the property of the organization.

No sensitive or confidential information is to be stored on cellular telephones at any time. In the event an organization-provided cellular telephone or is lost, stolen or misplaced, the Executive Director should be notified immediately.

B. Violations and Penalties

Any violation of the Cell Phone policy must be immediately reported to the Executive Director.

Violating the Cell Phone policy, or any of its tenets, could result in disciplinary action leading up to and including termination of employment.

Signature

Your signature attests that you agree to the following terms:

- (i) I have received and read a copy of the Cell Phone policy and understand and agree to the same;
- (ii) I understand and agree that I will not use any organization-provided cellular telephone or for any activities other than those necessary for fulfilling the organization's business activities;
- (iii) I understand and agree that I will not incur any costs or charges resulting from personal use of organization-provided cellular telephones.
- (iv) I understand and agree that no cellular telephones are to be connected to other computers, laptops, servers, systems or networks without the prior authorization of the Executive Director.
- (v) I understand and agree that no sensitive or confidential data is to be stored on cellular telephones at any time;
- (vi) I understand and agree that the security and replacement of any organization-provided cellular telephone awarded to me becomes my responsibility and that organization-provided cellular telephones and accessories remain the property of the organization;
- (vii) I understand and agree that any violation of the Cell Phone & Policy could result disciplinary action up to and including in termination of my employment.

I have read the above policy and understand the conditions that are expected of me regarding the use of agency cell phones.

Employee Signature

Date

Print Name