

BRING YOUR OWN DEVICE (BYOD) TO WORK POLICY **0940** (No. 35 January 2016)

The Department of Forestry and Fire Protection utilizes mobile technologies (smartphones, tablets, and related technologies) in a number of ways to meet operational need. These same technologies are often used by employees for personal use. Where operationally needed and fiscally practical, mobile technologies have been provided to employees.

Employees who choose to carry or use personal mobile technologies for Departmental business do so at their own risk and accept all responsibility for the mobile device and the content on that device. The Department shall not be responsible for any technical support, loss, damage, reimbursement, or payment of service charges for an employee's personal mobile device.

Employees should be aware that using personal mobile devices for Departmental business may subject their texts, emails, voicemails, pictures, videos, and records of activity on the devices to subpoenas, discovery requests, and Public Records Act requests, which may result in third party review and seizure of the devices under certain circumstances.

REFERENCE(S) **0940.1** (No. 35 January 2016)

State Administrative Manual Section 5300 et seq.

Information Technology Policy Letter 10-19 – Smartphone and Other Mobile Computing Device Security

Information Technology Policy Letter 10-03 – Telework and Remote Access

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[\(see Forms or Forms Samples\)](#)