



# CITY OF CORNER BROOK

## Policy Statement

Index	Council and Administration		Section	Property		
Title	Use of City Devices		Policy Number	12-03-04	Authority	Council
Approval Date	August 20, 2012	Effective Date	August 20, 2012	Revision Date		

This document provides a policy to outline specific responsibilities that each user acknowledges and agrees to follow when using a mobile device to access, process or store City of Corner Brook data.

### ***Purpose:***

The purpose of the policy is to define the standards, procedures and restrictions for devices owned by the City of Corner Brook and issued to staff and council members who have legitimate business requirements to access corporate data from a mobile device connected to the City of Corner Brook network or to an unmanaged network outside of City of Corner Brook's direct control. This mobile device policy applies to, but is not limited to, all devices and accompanying media that fit the following device classifications:

- Laptop/notebook/tablet computers
- Mobile/cellular phones
- iPads
- Any mobile device capable of storing corporate data and connecting to network

All these devices provide important functionality, allowing employees to have their computing resource at hand in meetings/workplace, and those who travel on business to be maximally functional and productive while away. Inappropriate use exposes the City of Corner Brook to risks including virus attacks, compromise of network systems and services and legal issues.

### ***Policy Statement:***

This policy intends to prevent data from being deliberately or inadvertently stored insecurely on a mobile device or carried over an insecure network where it can potentially be accessed by unsanctioned resources. A breach of this type could result in loss of information, damage to critical applications and damage to the City of Corner Brook's public image. While the City of Corner Brook's IT Department desires to provide a reasonable level of privacy users should be aware that the data they create on the network remains the property of the City of Corner Brook. Staff/Council is responsible for exercising good judgment regarding the reasonableness of personal use. If there is an uncertainty the staff member should contact the appropriate department about policy questions.

This policy applies to all employees who use a City issued devices and all owners are responsible for the security of that device, regardless of whether the device is used in the office, at one's place of residence, or in any other location such as a hotel, conference room, while travelling. **Devices not approved by the City of Corner Brook will not be allowed.**

### ***Detailed Action Required:***

#### **Eligible Users:**

Devices will be allocated to users based upon job responsibilities and to key employees as per Management's decision; includes members of the City of Corner Brook City Council. The Computer Services Division has no direct involvement in the process of issuing cell phones to employees. All devices are provided to perform company business. **Only City owned devices will be allowed to access the City's email and data networks. There will be no redirection of city email to another device not issued by the City of Corner Brook.**

#### **Appropriate Use:**

##### **Laptops**

- When an owner takes the laptop out of his/her office, he/she is expected to keep the laptop in hand or sight, or in a secure and locked location, at all times. It is the total responsibility of the owner to handle the laptop. Employee is responsible for the security of the laptop whether it is used in the office, at the employee's place of residence, or in any other location such as a hotel, conference room, car or airport etc.
- The owner shall not install any unauthorized accessories/software which may cause problems to the functioning of the laptop.
- It is recommended that the use of the laptop for personal requirements be kept to a minimum as to not interfere with the City's network when putting the device back on the network.
- Never disclose passwords to anyone, particularly to family members if work is conducted from home.
- All laptops used to transport or store sensitive electronic data must have approved encryption software installed. Other devices (including, but not limited to, USB Keys) that are used to transport or store sensitive must also employ approved encryption software.
- Any malfunctioning of the system must be reported immediately to IT Department for assessment.
- In the event of a lost or stolen laptop it is incumbent on the user to report this to IT immediately.
- The employee shall be fully accountable for theft, loss or damage of the device.

##### **iPad**

- When an owner takes the iPad out of his/her office, he/she are expected to keep the iPad secure at all times. Owner is responsible to the security of the iPad whether it is used in the office; place of residence or in any location such as a hotel, conference room, car or airport etc.
- IT will manage security on the iPad by securing passwords, passcodes and other restrictions deemed necessary. Any attempt to contravene or bypass the security set up by IT will be deemed an intrusion.
- Never disclose your password to anyone, particularly to family members if work is conducted from home.



- Provide a dropbox account to all iPad owners using their cornerbrook.com address. This will allow each department to share agendas etc.
- Allow iPad users to download and install any free business apps using their own iTunes account. IT will manage the purchase and installation of apps with a City of Corner Brook iTunes account and credit card that has been approved for use by council/directors.
- In the event of a lost or stolen device it is incumbent on the owner to report this to IT immediately. All data on iPad will be erased after 10 failed passcode attempts as set by the IT department.
- Any malfunctioning of the system must be reported immediately to IT Department for assessment. The IT will all restore the iPad back to default settings including all apps purchased only by the City of Brook iTunes account.
- Only use a clean, soft cloth (microfiber) to clean the screen, no cleansers of any type. The protective cases provided with iPad have sufficient padding to protect the iPad from normal treatment. The screens are particularly sensitive to damage from excessive pressure.
- The employee shall be fully accountable for theft, loss or damage of the device.

### **Cellphone**

- The Corporate Services Department, as the issuing agent for Cellphones, shall issue a pre-set user password for each phone assigned to staff/council. The Department will also act immediately to deactivate the cellular voice capability to minimize responsibility for unauthorized use if the device is lost or stolen.

### **Definitions**

Computer System, n. – A collection of related hardware, software, or both work together for a common purpose or are regarded as a whole.

Date, sing. Or pl. – Facts, ideas or discrete pieces of information, not synthesized and in the form original collected without analization and interpretation. N.B: data is used as the basis of information, the latter distinguished by recognized patterns or meaning in the data. Data is independent of a Medium (physical material that serves as the carrier) where is captured as content. Even when captured in a document or other form, the data remains distinct from the medium Encryption, n. – The process of rendering plaintext unintelligible by converting it to ciphertext (encrypted information that cannot be read without the knowledge of the rules to convert it back into its original for) that can be read only by those with the knowledge to decode the plain text from the ciphertext.

Format – A structure used for the interchange, storage, or display of data (i.e., software and programs).

Information, n-A collection of data and associated explanations and interpretations, as more complex concepts made up of multiple data elements. N.B: information is independent of a Medium (physical material that serves as the carrier) where it is captured as – content. Even when captured in a document or other form, the information remains distinct from the medium.

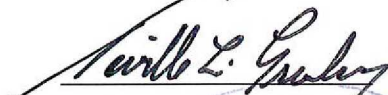
Media, pl. of medium – the physical material that serves as the carrier for information (i.e. electronic).

REFERENCE

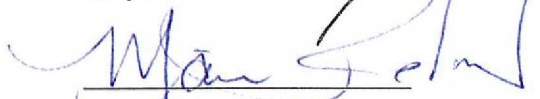
Approved: Minute 12-221 (August 20, 2012)

CPS12-26 and CPS12-27 (April 3, 2012)

IN WITNESS WHEREOF, this policy is sealed under the Common Seal of the City of Corner Brook.

A handwritten signature in blue ink, appearing to read "David L. Guley", written over a horizontal line.

Mayor

A handwritten signature in blue ink, appearing to read "Marian G. Selman", written over a horizontal line.

City Clerk

AFFIDAVIT

THIS AFFIDAVIT IS MADE FOR THE SOLE PURPOSE OF confirming that

I \_\_\_\_\_, of the City of ,  
Corner Brook, MAKE OATH/AFFIRM and say as follows:

I have read and understand the Device Policy provided by the City of Corner Brook.

I make this affidavit in acknowledging that I have agreed to abide by this Device Policy.

This is for confirmation to the City of Corner Brook, and for no illegal or improper  
purpose.

SWORN/AFFIRMED before me at the City of Corner Brook.

This \_\_\_\_ day of \_\_\_\_\_, 2012

---

Signature of Witness Council/Staff