



Chapter: Phones, Computers, and Information Technology
Subject: 17-05 – Mobile Device Acceptable Use
Effective: April 19, 2022
Supersedes: Official Order 21, Section 21.1.6, dated May 16, 2018
Distribution: Department Members

PURPOSE: This Order establishes department policy related to the mobile device acceptable use.

17-05-1 CELL PHONE AND SMART DEVICE ACCEPTABLE USE POLICY

A. Enrollment

- (1) Members shall not use a department-issued cell phone or smart device for personal use.

B. Personal Use of a Department-Issued Cell Phone or Smart Device

The primary purpose of a department-issued device is for conducting official department business and is subject to all state security policies, audits, and use review. Use of a department-issued device in an illegal or inappropriate manner may result in discipline up to and including termination.

C. Illegal Use

- (1) Department-issued devices may be used for lawful purposes only. Activity that is illegal under local, state, or federal law, rules, regulations, mandates, policies, or standards is prohibited.
- (2) Users shall abide by all copyright, trademarks, patents, or other laws governing intellectual property. Downloading, copying, duplicating, or distributing copyrighted materials without specific written permission of the copyright owner is prohibited.
- (3) Users shall respect and adhere to all licensing agreements and software license provisions. The installation of any software, including shareware and freeware, that may fall into the realm of illegal use or inappropriate use is prohibited.

D. Inappropriate Use

- (1) Use of a department-issued device to access, display, process, perform, send, receive, or store any materials or content that is obscene, pornographic, lewd, lascivious, considered or categorized as adult content or offensive is prohibited.
- (2) Use of a department-issued device that compromises public safety or the privacy of legally protected resident or citizen information is prohibited.

- (3) Activity that is malicious or fraudulent in nature is prohibited.
- (4) The use of obscenity, racial epithets, discriminatory remarks, or other language that may be offensive to another user, sending of hate mail or chain letters, harassment, and other antisocial behaviors are also prohibited.

DIRECTOR

Annual Review Responsibility: Information Technology Division

Accreditation Standards: CALEA 26.1.1