

# Websense® Mobile Acceptable Use Policy Kit

## **Communication Plan and Email Template**

### CORPORATE SECURITY POLICIES

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| Note: The content of this document is highly dependent on the current infrastructure and the degree to which you wish to support a Bring Your Own Device (BYOD) program in your organization. |

The following outlines general best practices when deploying a communications plan for a Bring Your Own Device (BYOD) program.  Please note: The tasks listed below are not comprehensive in nature and are meant to serve only as a preliminary guide.

1. Schedule meeting(s) with company stakeholders (e.g., Customer Service, Finance, HR, IT and Retail Operations) to discuss company policies as they relate to BYOD and compliance requirements.

Ideally this would be one meeting with the representative stakeholder from all departments in attendance.   Additionally, this message is typically delivered via Internal Audit & Compliance and not IT.

1. Formalize a written communication to all employees with network access to include the “new” Acceptable Use, Physical Security, Eligibility, and Reimbursement Policies.  This should be updated, if applicable, and signed-off on an annual basis.
2. Roll-out email notifications with the written communication informing employees of new BYOD policies and guidelines by department to those that are deemed appropriate (e.g., Customer Service, HR, Finance, IT, etc.).

The information in this document should not be construed as legal advice or opinion and should not be considered representative of the views of Websense or its partners.  This document is not intended as a definitive statement on the subject matter addressed herein; rather, it is intended to serve as a tool providing practical reference for its readers.

**SAMPLE EMAIL TEMPLATE**

**Recipients -** All

**Subject -** Company Communication – “BYOD”

Beginning next month *COMPANY ABC* will be rolling out a new Bring Your Own Device (BYOD) program. The purpose of the BYOD program is to allow employees to access the corporate network with personally owned mobile devices (iPads, Tablets, iPhones, BlackBerrys, and Androids).

As our workforce becomes more mobile, the objective of the program is to provide flexibility and increase productivity throughout the organization. With that comes new policies designed to minimize IT security risk and continue to keep corporate data safe.

Listed in the links below are the new BYOD policies that you will be required to review and sign.

BYOD Acceptable Use Policy (LINK)-This policy defines the rules regarding the use of a personally owned mobile device for business purposes.

BYOD Physical Security Policy (LINK)-This policy explains best practices and expectations for the physical security of a mobile device.

BYOD Employee Eligibility and Reimbursement (LINK)-This policy outlines which corporate employees are eligible for the BYOD program and the reimbursement structure that has been defined by the organization.

BYOD End User Support Structure (LINK)-This policy defines the communication path that employees will follow when needing support for their mobile device.

We are excited to offer this new BYOD program to our employees. Should anyone have any questions regarding the new program please email [BYOD@ABCCOMPANY.COM](mailto:BYOD@ABCCOMPANY.COM)

Best Regards,

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