

# Websense® Mobile Acceptable Use Policy

## **Employee Eligibility and Reimbursement**

### 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 requirements and reimbursement figures listed herein are meant to serve as a best practice guideline reflective of those that are currently used in the mobile market.  |

(Company Name) is hereinafter referred to as “the company”.

# Overview

The company recognizes that the ability to bring a personal device to use for both work and personal reasons is the preference of many employees. We also realize that a mobile workforce is more flexible and productive. We would like to promote the use of a ‘Bring Your Own Device’ or BYOD program. However, as these devices become vital tools to the workforce, more and more sensitive data is stored on them, and thus the risk associated with their use is growing. Special consideration must be given to the security of mobile devices.

# Purpose

The purpose of this policy is to specify company standards for which employees may bring their own devices to work and the reimbursement structure for those devices.

# Scope

This policy applies to employees as it relates to their ability to bring personal mobile devices that are capable of storing such data, including, but not limited to, laptops, notebooks, tablets, PDAs, smart phones, and USB drives on to the corporate network. This policy will also discuss how employees may be reimbursed for their device or monthly device usage.

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.

# Policy

## Eligibility Requirements

An Employee can be considered eligible for the company’s BYOD program if they have approval from their direct supervisor and meet one or more of the following requirements:

* Employee spends an average of 30% of their time outside of the office.
* Employee is expected to be highly available to internal or external clients outside of standard business hours.
* Employee is currently a part of a special project that requires time outside of the office or works outside of normal office hours.
* Employee maintains a remote office at their home or other applicable location.

## Exceptions

An employee that does not meet the above requirements may be given permission to partake in the corporate BYOD program if:

* Employee has approval from their direct supervisor as well as the CISO or other similar position.
* Employee may use personal cell phone to make work related calls if answering machine and ring back tones are work appropriate or professional in nature.
* Employee personal laptops are allowed to be used off the corporate network to complete work outside of normal working hours as long as they conduct all work over VPN and maintain current versions of anti-virus software.
	+ It is not permissible for an employee to connect their personal laptop or PC directly to the corporate network.

#### Reimbursement Structure

Employee device reimbursement is up to the discretion of the employee’s manager and, if applicable, the CISO. The guidelines for reimbursement eligibility are as follows:

* Employee must be eligible for the corporate BYOD program as described in the Eligibility Requirements above.
* Employee device usage must be more than 75% work related.
* All steps must be taken to reduce monthly cost of the device (eg. Usage of Wi-Fi where available as opposed to using the cellular data plan network).

#### Coverage for Company Issued Devices

Monthly usage and costs directly related to work activities will be covered and paid for by the company in full each month. If it is determined by audit that the monthly expenses incurred on a company owned mobile device are not directly related to work activities, the employee will be responsible for covering all such costs.

#### Reimbursement Tables for Employee Owned Devices

Below are the tables that will be used to determine the level of reimbursement an employee is eligible for.

## Monthly Allowance

|  |  |  |  |
| --- | --- | --- | --- |
|  | Basic Plan: 450 minutes/mo | Mid-range Plan: 900 minutes/mo | Unlimited Plan |
| Voice | $35 | $50 | $70 |
| Voice & text | $50 | $70 | $90 |
| Voice, text & email / data | $90 | $110 | $130 |

#### Device Purchase Allowance

|  |  |
| --- | --- |
|  | Allowance Every Two Years |
| Standard Cell Phone | $50 |
| Smart Phone | $250 |
| Tablet/Netbook | $500 |

#### Audits

The company must conduct periodic reviews to ensure policy compliance. A sampling of mobile devices must be taken and audited against this policy on a yearly basis.

#### Applicability of Other Policies

This document is part of the company’s cohesive set of security policies. Other policies may apply to the topics covered in this document and as such the applicable policies should be reviewed as needed.

# Enforcement

This policy will be enforced by the IT Manager and/or Executive Team. Violations may result in disciplinary action, which may include suspension, restriction of access, or more severe penalties up to and including termination of employment. Where illegal activities or theft of company property (physical or intellectual) are suspected, the company may report such activities to the applicable authorities.

# Revision History

Revision 1.0, 6/19/2012

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