



POLICY STATEMENT

Policy Name	Mobile Device Access		
Policy #	808	Category	Information Management
Policy Sponsor	Associate Vice-President, Information Technology Systems	Previous Revision Date	June 4, 2014
Policy Approved by	President & CEO	Issue or Revision Date	June 4, 2014
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	June 2019

See the related [PROCEDURES](#).

PURPOSE

Mobile devices are a valuable tool in conducting business. The purpose of this policy is to define the accepted practices, responsibilities and procedures with respect to providing access for mobile devices.

The primary use of SASKPOLYTECH's email system is for business and educational purposes. Limited, occasional or incidental use for personal activities is acceptable, provided the privilege is not abused. Authorized users shall conduct email messaging in the same manner as they would other business correspondence, being mindful of the fact that email transmissions over the Internet are not secure and may be intercepted, and that email is subject to the provisions of The Local Authority Freedom of Information and Protection of Privacy Act. SASKPOLYTECH's existing policies Appropriate Use of Information Technology Resources Policy 801 and Harassment and Discrimination Policy 601, also apply to conduct while using SASKPOLYTECH's email system from a mobile device.

POLICY

Mobile devices will be allowed to connect to SASKPOLYTECH's email system to access services such as email, calendar, contacts and tasks.

Scope

This policy applies to all authorized users of SASKPOLYTECH's computer and network services, including, but not limited to, students, faculty and staff.

Privacy

SASKPOLYTECH respects the privacy of authorized users. However, any electronic record created on a SASKPOLYTECH computer or sent through the SASKPOLYTECH network is considered to be the property of SASKPOLYTECH. Please refer to the Record Retention and Disposal Policy O-5.3 for more information.

DEFINITIONS

Mobile Device

A mobile device is a smartphone or tablet computer that allows users the ability to connect to SASKPOLYTECH's email system.

Microsoft Exchange ActiveSync

A protocol that allow mobile devices to connect and synchronize to mailboxes within SASKPOLYTECH's email system.

Forwarding Email

Automatically sending email received at one address to another address.

RELATED POLICIES/DOCUMENTS

- 807 Mobile Communication Devices (MCD) Usage Policy
- 801 Appropriate Use of Information Technology Resources Policy
- 809 Record Retention and Disposal Policy
- 601-G Harassment and Discrimination Policy