



Procedures

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

See the related [POLICY](#).

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.

PROCEDURES

Usage

Authorized users are responsible for all email sent from their individual user name, and should take appropriate precautions to ensure that their password is changed regularly and is not shared with anyone.

The following requirements must be adhered to for use of mobile devices:

1. All Devices

- All mobile devices that are connected to SASKPOLYTECH's email system must have a password.
- All mobile devices that are connected to SASKPOLYTECH's email system must be able to be remotely wiped (erased) in the event the device is lost or stolen.
- All support for mobile devices will be handled by the service provider.
- ITS HelpDesk support for mobile devices is limited to providing assistance for connecting to SASKPOLYTECH's email system.

2. SASKPOLYTECH Owned Devices

- All employees must be authorized for a SASKPOLYTECH supported mobile device through the Mobile Communications Device Authorization Form. Please refer to the Mobile Communication Devices (MCD) Usage Policy 807 for more information.
- Any SASKPOLYTECH owned mobile device that supports ActiveSync can be connected to SASKPOLYTECH's email system, provided they meet all requirements identified under point 1.0 All Devices.

3. Employee and Student Personal Devices

- Any employee and student owned personal mobile device that supports ActiveSync can be connected to SASKPOLYTECH's email system, provided they meet all requirements identified under point 1.0 All Devices.
- Students are also permitted to forward their SASKPOLYTECH email to an external email address in order to retrieve SASKPOLYTECH email from a personal mobile device.
- If an employee ceases employment with SASKPOLYTECH and has a mobile device connected to the SASKPOLYTECH's email system, SASKPOLYTECH reserves the right to remotely wipe and erase the data from the mobile device.

4. Device Backups

- Users are responsible for backing up all personal data and information on their personal mobile device. SASKPOLYTECH cannot be held liable for erasing user content and applications when it is deemed necessary to protect enterprise information assets or if a wipe is accidentally conducted.

5. Instructions and Assistance

- For instructions and assistance on how to configure your mobile device to SASKPOLYTECH's email contact the SASKPOLYTECH HelpDesk.
- For instructions and assistance on how to forward your SASKPOLYTECH email to an external email address contact the SASKPOLYTECH HelpDesk.