

# **Mobile Computing Device Guidelines**

North Orange County Community College District (NOCCCD)  
Including Fullerton College, Cypress College, the School of Continuing Education  
and the NOCCCD District Office

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## **Purpose**

The purpose of these guidelines is to provide direction for the appropriate usage, including access and support, of Mobile Computing Devices on the NOCCCD network. The network exists to meet the instructional mission of the colleges and district. The guidelines apply to many types of devices including but not limited to Laptops, Smart phones (phones with data/network connectivity capabilities), portable storage devices, tablet devices, and other mobile devices. The key reasons for the creation of these guidelines are:

- to insure uninterrupted support of our instructional mission;
- to protect the District and the colleges from legal liability;
- to meet legal requirements;
- to protect the network so that all can use it;
- to protect the data housed in the systems on the network and;
- to insure that devices can be properly supported for effective use.

## **Scope**

This policy applies to all NOCCCD employees, NOCCCD students and NOCCCD visitors/guests who are authorized by the campus to connect Mobile Computing Devices to NOCCCD's network. The policy sets standards for the purchase, operation, and support of Mobile Computing Devices for NOCCCD employees. This includes any type of handheld communication device capable of transmitting packet data either directly (through NOCCCD's wireless networks) or via connection to another network service (cellular service) as well as all portable and cloud storage devices.

## **Overview**

The Information Services and Academic Computing Technology (IS/ACT) departments strive to provide the best customer service possible to all members of the College Community. Information Services and Academic Computing Technology (IS/ACT) departments have responsibility for specifying requirements for mobile computing devices used at NOCCCD. IS/ACT's responsibility to manage this policy and the use of these devices assists NOCCCD in managing district risk and the impact such devices can have on the operation of our infrastructure or the information stored therein. It will also allow IS/ACT to properly support and maintain these devices. NOCCCD has established and approved vendors for all services we provide. It is up to the discretion of appropriate campus committees in consultation with IS/ACT to change vendors if at any time the service provided is no longer meeting the needs of the College/District.

## **Policy**

Information and information systems are valuable assets of NOCCCD. We rely on our information and information resources to advance our mission. Additionally, we are responsible to our donors, employees, and most importantly to the students we serve to ensure the integrity, confidentiality, and availability of our information and information resources. To fulfill this responsibility NOCCCD has identified the following:

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## **District Owned Devices**

### **Cellular Phones/Cellular Data Plans**

The use, purchase and replacement of cell phones are governed by Board Policy/Administrative Procedure 6450 the "Wireless or Cellular Telephone Use" policy.

### **Smart phones**

A Smart phone includes network connectivity capabilities. The network connectivity capabilities range from connectivity to a Local Area Network (enterprise network) to internet connectivity through a service provider's network. Phone devices used solely for work are purchased centrally through IS/ACT and are governed by Board Policy 6450 and Administrative Regulation 6450.

### **Laptops**

In NOCCCD's context, a laptop functions as a replacement for a desktop computer which provides the added functionality of wireless networking capability for increased connectivity and greater mobility. For laptops purchased through district purchasing the following requirements need to be met to connect with the network:

1. If a laptop is requested by an employee, the immediate management supervisor must decide if it is required for the position in his/her area. A justification is required to support the request and the accessories needed.
2. The immediate management supervisor will be responsible for insuring that the laptop is properly inventoried and distributed.
3. Within a work area, laptops may be purchased and used as a "pool" of laptops to be signed out by staff for individual needs and controlled by the manager of the work area.
4. If laptops are assigned to an individual, the following conditions may apply:
  - a. The associated desk top computer may be reassigned.
  - b. The laptop should include a bag and as appropriate a cable lock.
  - c. Auxiliary components if necessary must be funded by the requesting organization.
5. Installation of operating system, software and devices.
  - a. Only properly licensed software is permitted to be installed on district owned equipment.
  - b. IS/ACT in conjunction with the department that will be using the equipment will come up with a "Golden Image" that combines operating system and user applications. Exceptions to this are agreed to in advance by the department and ACT/IS.
  - c. IS/ACT will provide software and license keys for software that is either purchased under a campus or district wide agreement.
  - d. IS/ACT will provide support for operating systems and software installed in item "C".
  - e. IS/ACT can work with the department to install additional software that is purchased by the campus or district that is not covered by a campus or district agreement on a case by case basis.
  - f. IS/ACT can attempt to provide support for software in item "E" but the group using the software is ultimately responsible for their own support.
  - g. Users are not permitted without prior approval from IS/ACT to make changes to antivirus or firewall settings.
  - h. IS/ACT does not support software without prior agreement.
  - i. Third party applications or hardware that interferes with computer or enterprise network operations will need to be removed from the device that are installed or attached too.
  - j. IS/ACT is not responsible for user's personal software or data if it is determined the system must be reimaged to the "Golden Image".

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- k. Users are strongly encouraged to take advantage of enterprise network storage; either departmental shared or their personal home folder.

### **Tablet Devices**

These devices typically function as a personal organizer, fax sender, reader and personal computer that incorporates handwriting recognition using touch screens, small keyboards, and/or voice recognition features. All devices such as these to be used solely for work purposes are to be purchased centrally through IS/ACT. When purchasing District-owned tablet devices a protective cover must be included. Tablet devices purchased for classroom use must be ordered with a secure mobile cart and protective covers and are tagged or etched for easy identification. Personally owned devices are allowed to connect to the campus wireless network if the following requirements are met:

1. Valid login credentials are presented to use district applications; no login is required if using Internet only
2. No printing will be performed except where the specific service is offered
3. No wireless to wireless activity will be performed (peer to peer).

### **Flash Drives, Portable Media and Cloud Storage**

These devices/services can be used on computers and on the network provided by the district if they meet the following criteria:

1. Users present devices for use which are virus free
2. Users' password protect and use encryption if any data is of a confidential or personal nature.
3. Users' read terms and conditions of the provider and insure that data will not be shared without notification.

## **Selection and Purchase of Mobile Computing Hardware and Software**

Standards for Mobile Computing Devices will be reviewed by the Technical Advisory Committee with attention given to cost, instructional functionality, business functionality, service availability, software compatibility, supportability, and security. These standards may specify models, vendors, related service providers, and software packages used with these devices.

## **Usage and Security of General Data**

Given that Mobile Computing Devices may be storing and transferring confidential NOCCCD data while connected to the internet, all Federal and State Laws and Regulations and all NOCCCD Policies (Acceptable Use, Email, Data Security, etc.) are applicable and will be enforced. Mobile users must password protect access to stored information and take precautions to ensure the device is not lost or stolen. In addition, all data stored on mobile computing devices should be backed up regularly by the user to a location provided by IS/ACT for that purpose.

Some mobile computing devices have the ability to act as a modem allowing desktop or laptop computers to connect to the service provider permitting access to the internet. The IS/ACT Support Desk should be contacted before attempting this capability.

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## **Support**

Support for district-owned Mobile Computing Devices will be coordinated through the IS/ACT Help Desk. As some Mobile Computing Device functions require support from outside service providers (e.g. Verizon Wireless) the user will be responsible for working directly with outside vendors.

## **Network Access and Support**

Authorized Cell Phone and Smart Phone users will be allowed to access any NOCCCD network directly through the Wi-Fi network, which may require authentication through a web browser.

## **Department Responsibility**

Once an employee's employment with the College has been terminated, the immediate management supervisor is to immediately notify the IS/ACT Support Desk so that the service can be suspended if necessary. It is also the immediate management supervisor's responsibility to obtain all Mobile Computing Devices that are the property of the College before the employee physically leaves the College. If another employee (replacement employee) will take over the device/service, the immediate management supervisor must notify the IS/ACT Support Desk so that they can change the name of the user on the equipment and service plan and ensure the device and service is functioning properly.

## **Loss or Theft of Devices**

Upon the loss or theft of a mobile computing device the employee must notify their immediate management supervisor. If required, the employee must file a report with Campus Safety and forward a copy of the report to the IS/ACT Support Desk. Upon receipt of the loss/theft report, IS/ACT will activate a process to wipe the data (if available) and user profile from the mobile computing device. The execution of this process will help ensure that private and confidential data that might be stored on the device will not be accessed and used inappropriately. If an employee should lose or damage a Mobile Computing Device, or if the department fails to collect the device from the employee upon separation from NOCCCD, the department will be responsible for the full payment to repair or replace the device.

## **Personal Devices (BYOD)**

### **General Provisions**

An FAQ will be provided on myGateway with clear directions on the provisions of this policy with ability to share identified problems and solutions.

### **Student Owned Devices**

When on District property including Cypress College, Fullerton College and the Anaheim Campus the following apply:

1. Use of your personal device is at your own risk and expense and is optional. The District or campus is not responsible in any way for your device.
2. There is no technical support for your device provided by the District or campus.
3. Authentication for use of the wired or wireless network and any applications is at the discretion of the campus.

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4. Each campus will determine the applications available to you at the time of login based on your current status with the institution. Wired and wireless networks may be provided by the campus but are not guaranteed to be available at all times.
5. myGateway is not mobile responsive at this time and the District/campus cannot guarantee that the device will properly display the contents properly.
6. Blackboard availability on personal devices varies by campus. Check with your Distance Education campus office for information.
7. There should be no expectation of privacy of data on your personal device on the campus when used on a District provided network.
8. Proper behavior including academic honesty is governed by Board Policy 5500 and extends to the use of your personal device while on campus.
9. Instructors may allow the use of personal devices but may not require them. The District/campus does not guarantee the availability of specific services such as a wireless network for use in courses/classrooms. The course syllabus should outline expectations regarding personal devices.

### **Employee Owned Devices**

When on District property including Cypress College, Fullerton College and the Anaheim Campus the following apply:

1. Use of your personal device is at your own risk and expense and is optional. The District or campus is not responsible in any way for your device.
2. There is no technical support for your device provided by the District or campus.
3. Authentication for use of the wired or wireless network and any applications is at the discretion of the campus.
4. Each campus will determine the applications available to you at the time of login based on your current status with the institution. Wired and wireless networks may be provided by the campus but are not guaranteed to be available at all times.
5. myGateway is not mobile responsive at this time and the District/campus cannot guarantee that the device will properly display the contents properly.
6. Blackboard availability on personal devices varies by campus. Check with your Distance Education campus office for information.
7. There should be no expectation of privacy of data on your personal device on the campus when used on a District provided network.
8. Proper behavior including academic honesty is governed by Board Policy 5500 and extends to the use of your personal device while on campus.
9. Instructors may allow the use of personal devices but may not require them. The District/campus does not guarantee the availability of specific services such as a wireless network for use in courses/classrooms. The course syllabus should outline expectations regarding personal devices.
10. Staff are not to place student or employee personally identifiable information on personal devices. This may be a violation of FERPA.
11. Staff personal devices may be subject to E-discovery if the device is used for business. Mixing of personal and business data on your personal device is discouraged because of the risk of the necessity to provide all the information on the device if requested.
12. Upon separation from the District the employee is expected to wipe the device clean of any business related data.

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13. Employees are expected to adhere to all employee contract provisions in the use of any personal devices.
14. Use of a personal device by non-exempt employees during non-work hours for business needs should be approved first by the immediate management supervisor and compensation should be agreed upon before use of the device outside work hours.

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## **Appendix**

### **Definitions**

- Smartphone
  - A smartphone is a mobile device with voice, messaging, scheduling, email and Internet capabilities. Smartphones also permit access to application stores, where aftermarket software can be purchased. A smartphone is based on an open OS. The OS has a software developer kit available that allows developers to use native APIs to write applications. It can be supported by a sole vendor or multiple vendors. It can, but need not, be open source. Examples include but are not limited to BlackBerry OS, iOS, Symbian, Android, Windows Phone, Linux, Limo Foundation, webOS and Bada.
- Laptop
  - A portable computer, usually battery-powered, small enough to rest on the user's lap and having a screen that closes over the keyboard like a lid.
- Media Tablet
  - A tablet is an open-face wireless device with a touchscreen display and without physical keyboards. The primary use is the consumption of media; it also has messaging, scheduling, email, and Internet capabilities. Media tablets may have open-source OSs (such as Android) or a closed OS under the control of the OS vendor and/or device make (such as Apple's iOS and Windows). Media tablets may or may not support an application store.
- Mobile Device
  - This refers to any mobile phone, smartphone or media tablet.
- Mobile Applications
  - This refers to software designed for any or all the mobile devices defined in this policy .
- E-Reader
  - A portable electronic device used for reading books and other text materials that are in digital form

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