



Mobile Device Policy

Overview

SPARC's intentions for publishing a Mobile Device Policy is not to impose restrictions that are contrary to SPARC's established culture of openness, trust and integrity. SPARC is committed to protecting SPARC's employees, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly, as well as manage costs for devices and track down lost or stolen devices. The purpose of this policy is to outline the acceptable use of company mobile devices at SPARC. These rules are in place to protect employees, contractors and SPARC. Inappropriate use exposes SPARC to risks including virus attacks, compromise of network systems and services, and legal issues.

Acceptable Use

SPARC owned mobile devices are to be used for business purposes in serving the interests of the company and members during the course of normal operations. Users are responsible for exercising good judgement regarding the reasonableness of personal use. Your supervisor/manager can detail further guidelines appropriate to your position. You have a responsibility to promptly report the theft or loss of any device, or the unauthorized disclosure of SPARC proprietary information.

MDM Access

What can we see? *Device type, phone number, carrier, installed software, memory usage, passcode, serial number, policy compliance.*

What can we do? *Remotely lock your device, remotely wipe your device, reset your passcode, distribute applications and other content, control access to certain device functions.*

What can we *not* do? *View your photos or texts, track the location of your device, see time spent in apps, make or record phone calls.*

Security Policy

All devices must be secured with a passcode, and associated accounts must have a password. Passwords must not be shared with anyone. Do not write passwords down and store them anywhere near the device.

Compliance

Any exception to the above policies must be approved by your supervisor/manager in advance. Any employee found to have violated these policies may be subject to disciplinary action, up to and including termination of employment.

Sign

Signature

Date