

Mobile Device Policy

Responsible Officer	Director, Technology & Infrastructure
Contact Officer	Director, Technology & Infrastructure
Authorisation	CEO
Effective Date	18 April 2011
Associated Documents	ICT User Policy Financial Delegations Asset Management Policy Personal Issue Form

1 Policy Name

Mobile Device Policy

2 Policy Scope

This policy applies to all mobile phones and smart phones used by staff in the AFTRS environment. It includes devices provided by AFTRS as well as the use of personally owned devices within the AFTRS environment.

3 Definitions

The following definitions apply to this policy:

- **Mobile Phone:** A mobile phone is any device that can make or received phone calls using the public mobile phone network.
- **Smart Phone:** A smart phone usually includes the functions of a mobile phone and extends this to include electronic diary, email and web browsing amongst other functions. Smart Phones would include devices such as the Apple iPhone, HTC Desire and Nokia E72.
- **Mobile Device:** A mobile device includes mobile phones, smart phones and other mobile devices that have similar functions and access services via Wi-Fi or mobile data networks. Examples of Mobile Devices (other than those defined elsewhere) would include the Apple iPad and Samsung Galaxy Tablet.

4 Policy Statement

In order to support business requirements AFTRS may issue one or more mobile devices to staff or permit access to AFTRS resources through personally owned devices. Permission for the issuing of a device by AFTRS will be by the relevant Division Director in consultation with the Director, Technology and Infrastructure.

All access and use granted under this policy is provided primarily for business purposes and is subject to the conditions of the ICT User Policy.

5 Personal Use of AFTRS Devices

The decision to provide AFTRS owned devices is driven by business requirements, however AFTRS recognises that a mobile phone is an individual device and accepts that there will be personal use of the device. Accordingly, personal use is permitted so long as such use is fair and reasonable.

Where a device's voice and/or data plans include usage limits, wherever usage is within the limits of the plan applicable to the device as approved by AFTRS, all costs will be borne by AFTRS. Wherever additional

costs are incurred above the usage limits of the plan, or the plan does not include usage limits, only costs for fair and reasonable personal usage will be borne by AFTRS.

Personal use that is above and beyond fair and reasonable use will usually need to be reimbursed to AFTRS. Determination of use beyond fair and reasonable use will be made jointly between the Director of Technology & Infrastructure and the relevant divisional Director.

The mobile voice and/or data plan for a device will be determined by the expected business requirements and the plan may be changed from time to time to effectively manage AFTRS resources. Personal use will not normally be a contributor to the selection of plans.

6 Selection of Devices

Where a device is provided by AFTRS, it will be selected according to the following guidelines:

- Providing functionality to support business requirements
- Conforming with current devices in use and supported by the Technology & Infrastructure division
- Availability and support from the current telecommunications provider
- Cost not exceeding \$1000 excluding GST.

The Director of Technology & Infrastructure, or the CEO, may approve any variation from these guidelines, as he/she deems necessary.

Devices will be issued in accordance with the Asset Management Policy using the Personal Issue Form and must be maintained in good working order according to all relevant policies and practices.

7 Security and Policy Compliance

AFTRS may impose security requirements on any devices that access AFTRS Resources either by policy or technology constraint. Devices must comply with these requirements at all times that the device has access to AFTRS resources.

AFTRS may reject or remove access from a Mobile Device without notice where there is a breach or a reasonable risk of a breach of policy or security measures.

8 Use of Personally Owned Devices to access AFTRS Resources

The use of personally owned devices to access AFTRS Resources is permitted to assist staff in fulfilling their roles more effectively. All such use is subject to the ICT User Policy and any other applicable policies and procedures.

9 Business Use of Personal Devices

Where staff have a reasonable claim for the costs of genuine AFTRS business use of personal Mobile Devices they may submit a request for reimbursement. The business use of personal Mobile Devices and the reimbursement of costs must have been approved by the relevant divisional Director in advance.

This provision is primarily intended to cover the incidental business use of personal Mobile Devices. Any ongoing AFTRS requirements or expectations will usually require the issue of an AFTRS owned device.

10 Mobile Phone Numbers

Where AFTRS agrees to provide a Mobile Device to an individual, AFTRS may also agree to take ownership of the corresponding service the individual currently has. This will be dependent on any cancellation fees that may apply.

When the individual no longer requires an AFTRS Mobile Device, AFTRS may agree to transfer ownership of the service to the individual.

The transfer of services to or from AFTRS ownership must be approved by the Director of Technology & Infrastructure.