

## **Technology Policy Artifact**

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### **Outcomes**

TPS-10. Demonstrate the ability to apply what was learned regarding policies and procedures to create or revise a policy.

### **Context**

As Manager of Applications Support at Santa Clara County Office of Education I manage 8 Application Support Analysts who support the County Office of Education and School Districts using Enterprise Business Systems such as ERP, SIS, and Document Management.

### **Artifact**

The artifact I am presenting is a draft of a board policy for a Bring Your Own Device policy for CP Unified, a fictitious district. As captured in the green sheet, this policy addresses the interest of staff bringing their own devices and using them at work within their job duties. It balances flexibility for staff with data security and business continuity for the district.

To: Board of Education CP Unified School District

Meeting Date: January 21, 2016

From: Technology Services

**Recommendation**

Approve a Bring Your Own Device Policy to allow employees to bring personal technology devices to work and use them on the CP Unified network in their jobs.

**Background**

The consumerization of technology has brought a plethora of options in stationary and mobile devices. Employees prefer to select technology platforms based on personal preferences rather than a standard and use them at work within their job function.

**Discussion/Program:**

There must be a balance between flexibility for the employee and data security and business continuity for the district. Goal 4 of CP Unified is to be a premier employer. Offering flexibility to employees and supporting personal preference of technology platforms will support this goal. Support is the largest cost component of provisioning a technology platform, mobile or stationary. Allowing staff to bring devices to work cannot be seen as a cost saving measure. Any small savings in initial purchase will be offset by additional support costs.

**Legal Reference**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

## **CP Unified - Bring Your Own Device (BYOD) Policy**

### **Employee Use of Personal Technology**

Personal Technology (mobile and platform devices) can be a useful tool for staff and teachers at CP Unified School District. Any technology must be used within the confines of laws protecting student and staff privacy.

Staff may use personal technology for CP Unified business within the confines of this policy. Using personal devices have the same expectations and restrictions as the CP Unified acceptable use policy. Any use prohibited under law is also prohibited by CP Unified and will result in immediate termination. Devices can be disconnected from the network without notification.

### **Data**

All data remains the property of CP Unified. CP Unified data may not be stored on any personally owned device in any capacity.

Personal data is the concern of the employee and district resources will not be used to protect or restore personal data.

### **Devices and Support**

Devices must use an acceptable operating system as defined by Technology Services.

Connectivity with CP Unified networks is supported.

Applications are at the expense of the employee and must be fully licensed and kept current with all vendor supported patches.

Only Applications on the CP Unified IT approved application list may be installed.

### **Security**

Devices must be password protected using strong passwords that comply with CP Unified IT password standards and any biometric options available.

Device must lock itself after 5 minutes of idle.

Maximum login attempts must be set to 5 or less.

Mobile technology must have a location option.

All devices must equipped with current licensed malware and virus protection software.