

# PALM BEACH COMMUNITY COLLEGE

## USER AGREEMENT

|   |                              |                            |
|---|------------------------------|----------------------------|
| Agreement: 6Hx-18-UA.001                                    | Category: Technical Security | Version Date: 08.24.2007   |
| Title: Handheld Mobile Device User Agreement                |                              | Effective Date: 08.24.2007 |
| Originating Unit: Information Technology Security Office    |                              | Last Review: 08.24.2007    |
| Review Officer: Chief Information Officer, Anthony Parziale |                              | Next Review: TBD           |

### **Purpose:**

The purpose of this user agreement is to establish a clear understanding between the college and users who choose to store college information on handheld mobile devices.

### **Reference:**

This standard references the following documents:

1. The Information Technology Resources and Systems Policy (Board Policy Number 6Hx-18-1.23).
2. The Mobile Device Security and Usage Guideline.
3. Supported Handheld Mobile Devices Standards

### **User Agreement for Handheld Mobile Device Users:**

**Microsoft Windows Mobile 6:** Microsoft Windows Mobile 6 or an equivalent is the **required** operating system for ALL handheld mobile devices. Using any other operating system can potentially open your device and the college to a plethora of security risks. In addition, if your handheld mobile device does NOT have or support Microsoft Windows Mobile 6, the college will hold the user responsible for any damages to college resources.

**All handheld mobile devices will be password protected:** Your handheld device is equipped with a power-on and lockout password. It is mandatory that all handheld mobile device users enable that feature. Once enabled, you will find two password options, a simple password type and a strong password type. It is recommended that the strong password type is selected.

**An inactivity timer or automatic logout mechanism will be enabled on all handheld mobile devices:** The lockout option on your handheld mobile is required to be enabled. A setting from ten to fifteen minutes should be set.

**All local and removable storage will be encrypted:** In order to secure the information on your handheld device, the college requires the user to enable encryption. Please be aware that in order to enable encryption on your handheld mobile device, all stored

## USER AGREEMENT

information and settings will be erased. It is strongly recommended that the user back up their data. Once the encryption is set, the user should be able to restore their data.

**Backup your information:** It is the responsibility of the user to make sure that the information their handheld mobile device is backed up. The college will not be responsible for any lost data.

**Use of cell phone while driving is prohibited without the use of a hands-free device:**

If a driver must use a voice or data mobile device for College business while driving either a College vehicle or their own vehicle the employee must use a hands-free ear piece.

**Critical/Security patches and updates procedures will be enabled and managed by the end user:** As critical and security updates become available, it is the responsibility of the user to be aware of the updates and to install them.

**Report lost or stolen handheld devices immediately:** It is the responsibility of every user to immediately report lost or stolen handheld mobile devices to iTAC (561-868-3100).

**Remote deletion of the device data (Wipe):** For handheld mobile devices that are lost or stolen, the college authorizes IT administrators to centrally control and wipe out the device. This procedure will **remove** all college data, personal data and settings from the device. Data wipe out will also be required for the following reasons:

- User no longer wishes to receive college information on their handheld device
- User no longer uses the handheld device
- User is terminated or leaves the college

# USER AGREEMENT

## User Agreement

I understand and will abide by the terms and conditions of this Handheld Mobile Device User Agreement. If the propriety of any situation is unclear, I will ask for clarification from the iTAC (formally the Helpdesk) at 561-868-3100 rather than making any assumptions. I also understand that PBCC reserves the right to deny my handheld mobile device access to college information for non-compliance of the above provisions.

User Name: \_\_\_\_\_

College Office Telephone Number: \_\_\_\_\_

Campus/Bldg/Room: \_\_\_\_\_

Department: \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Manager Name: \_\_\_\_\_

Supervisor/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_