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SamCERA Portable Electronic Device Policy

For purposes of this policy, “portable electronic devices” are defined to include cellular phones, personal digital assistants, laptops, e-readers, netbooks, notebooks or any other electronic device capable of displaying data or images.

Purpose:

This policy is intended to set forth the authorization and limitations of use of SamCERA portable electronic devices.

Scope:

These guidelines apply to all SamCERA board members and staff.

Background:

SamCERA board packet material is extensive. The copying, delivering and producing of the packet material is expensive and not in line with environmental policies and practices of SamCERA. SamCERA now makes available an electronic PDF version of the monthly board packet. SamCERA would like to facilitate the offsite access and usage of the electronic version by allowing board and staff to use SamCERA portable electronic devices to retrieve, store, edit and read the electronic board packet.

Portable electronic devices are a security risk because they may contain private, confidential or sensitive SamCERA member information, and being portable, are at risk for loss, theft, or other unauthorized access.

Portable electronic devices may be more vulnerable to viruses and other such threats because the user may not regularly use virus protection software and other safeguards available to SamCERA’s desktop computers.

Policy:

1. Board members and staff understand that their authorization to periodically use SamCERA portable electronic devices, associated equipment and software (“SamCERA portable electronic devices”) is limited to and for the sole purpose of conducting SamCERA business. Board members and staff further understand that they have no expectation of privacy with regard to their use of such devices.

2. SamCERA portable electronic devices are not solely assigned to individual Board Members and staff but are resources to be used on an as needed basis and will be rotated amongst Board Members and staff in accordance with SamCERA's business needs. SamCERA is entitled to and will require such devices to be returned to SamCERA for routine maintenance and to ensure that they are being used only in a manner that is consistent with these policies.
3. SamCERA portable electronic devices are not for the personal use of the Board member or staff employee or any other person or entity. Board members and staff will not permit anyone else including, but not limited to, the Board member or staff's family and/or associates, to use this SamCERA property.
4. Board members and staff may not download or install any software onto any SamCERA portable electronic devices without prior authorization by the SamCERA CEO or Chief Technology Officer (CTO).
5. Board members and staff who have an assigned portable electronic device are responsible for the security of the device, all associated equipment and all data. Board members and staff must report any lost or stolen portable electronic equipment or data to the CEO or CTO of SamCERA as soon as discovered.
6. Portable electronic devices may remotely access the SamCERA network only through remote access systems maintained by SamCERA.