

MOBILE DEVICES POLICY

2020-2021



HABITAT SCHOOL
AL JURF, AJMAN

Creation date: 18/5/2014

Last amendment date: 20/4/2020

Next review date: April 2022

Members of the committee

- Mr. Wasim Yousuf Bhat (Dean)
- Mr. Bala Reddy Ambati (Principal)
- Mr. Suresh Sukumar (Vice Principal)
- Mr. Hamza Kollath (Administrative Officer)
- Ms. Thasni Shahal (Software Analyst)
- Mr. Boney R (School System Administrative)
- Ms. Nisha Thomas (Supervisor Grade 1)
- Mr. Syed Khurram (Supervisor 3)

Purpose & Scope

The purpose of this policy is to define standards for end users who have legitimate business requirements to use a private or School provided mobile device that can access the School's electronic resources.

This policy applies to, but is not limited to, the use of mobile/cellular phones, laptop/notebook/tablet computers, smart phones and PDAs, and any mobile device capable of storing corporate data and connecting to an unmanaged network, hereinafter referred to as "mobile device."

The goal of this policy is to protect the integrity and confidential data that resides within Habitat's technology infrastructure. This policy intends to prevent this data from being deliberately or inadvertently stored insecurely on a mobile device or carried over an insecure network where it can potentially be compromised. A breach of this type could result in loss of information, damage to critical applications, financial loss, and damage to Habitat's public image. Therefore, all users employing a mobile device connected to an unmanaged network outside of Habitat's direct control to backup, store, and otherwise access Habitat data of any type must adhere to Habitat-defined processes for doing so.

Policy

Employees are expected to use good judgment when engaging in personal calls, sending/receiving text messages, and/or Internet usage on their mobile device during work hours. Excessive personal calls, text messaging, and/or Internet usage during work hours regardless of the phone used can interfere with employee productivity, safety and be distracting to others. Employees who make excessive or inappropriate use of a mobile device may be limited to using such devices only on scheduled break periods.

To protect the privacy of the faculty, staff, students and visitors, employees are prohibited from using their mobile device as a means to photograph and/or record an individual(s) in any form (audio and/or video) without that individual's knowledge and consent.

The use of mobile devices to photograph and/or record confidential information, private information and/or related item is prohibited.

Habitat School will not be liable for the loss of personal mobile devices brought into the workplace.

Any connection to the School's information services must adhere to the Acceptable Use of Technology Policy.

Employees may not use any cloud-based apps or backup that allows company-related data to be transferred to unsecure parties.

Certain employees may be issued a school owned mobile device. Use of these devices is contingent upon continued employment with Habitat School and the device remains the sole property of Habitat School. Excessive use of minutes or bandwidth for non-business activity is discouraged and may result in a Payroll deduction for personal usage.

Upon resignation or termination of employment, the employee may be asked to produce the mobile device and it will be reset to factory defaults using the remote wipe software. Habitat School will not be responsible for loss or damage of personal applications or data resulting from the remote wipe.

Enforcement

It is the responsibility of the end user to ensure enforcement with the policies above.

This policy is linked with all the other policies of the School.