



<b>POLICY:</b>	College-Funded Mobile Device Acquisition Policy
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<b>FIRST DRAFT:</b>	ET 2016#05
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<b>ADOPTED:</b>	UR 2016#03
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<b>AMENDMENTS:</b>	None to Date
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<b>REVIEW:</b>	October 2021
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## 1.0 Review

This policy shall be reviewed following intervals of 5 years, unless required by introduction of relevant statutory measures or College policies. All policies, guidelines and protocols of Mary Immaculate College, will reflect the Colleges commitment to the promotion of equality and will be fully compliant with the provisions of prevailing equality legislation.

## 2.0 Goal & Scope of the College-Funded Mobile Device Acquisition Policy

Mobile Devices, which for the purposes of this policy are inclusive of mobile enterprise devices including laptops, tablets and mobile phones, are important business and communications tools that can improve availability and increase productivity where otherwise MIC staff members may not always have access to their landline, email or other enterprise applications while in transit. This policy specifies the process that MIC staff members must follow to acquire a Mobile Device and the usage protocols that must be followed in relation to mobile devices purchased and assigned by the College.

The College-Funded Mobile Device Acquisition Policy shall be observed by all MIC staff in conjunction with the ICT Services Security Awareness & Acceptable Use Policy, Security Policy, and Policy for Responsible Computing, Data Protection Policy. The College-Funded Mobile Device Acquisition Policy shall also be observed in conjunction with all other policies adopted by MIC deemed to be of direct relevance by College management and it shall be consistent with all statutory measures related to computing devices and digital data.

## 3.0 Risk Statement

This policy serves to regulate acquisition and usage of College-funded Mobile Devices and mitigate the risk of MIC staff acquiring a Mobile Device without appropriate governance, approval and usage protocols.

## 4.0 College-Funded Mobile Device Procurement & Acquisition

All purchases of ICT equipment from individual research funds and from other College funds must follow public procurement procedures and must be processed through the ICT Services Department. Where individual staff members purchase mobile devices by personal means which they intend to use partly for business-related matters they should procure such devices themselves from their own preferred supplier. However, staff members wishing to use personal mobile phones for business should contact the ICT Services Department regarding the suitability of their equipment for integration with College systems.

Equipment purchased with College funds will be forwarded to the MIC ICT Helpdesk. ICT Services shall be responsible for 1) the registering of each MIC Mobile Device as a College asset; 2) the implementation of required software uploads to each device (eg device management and security enforcement applications; 3) liaison with the assigned Mobile Device user, including hand-over of the device. ICT Services will also provide appropriate accessories to be used in conjunction with the device such as protective covers / cases.

The ICT Helpdesk shall maintain a file that links asset number and assignment details of all MIC Mobile Devices, and each individual record shall link to the record of purchase request and approval. Records in respect of individual MIC Mobile Devices shall be held by ICT Services until the date of removal of the device from the ICT Services asset register, at which point they may be destroyed in accordance with the MIC Records Retention Policy.

### 5.0 MIC Mobile Device Ownership

Mobile Devices purchased using College funds shall remain the property of the College until the date of their destruction, disposal or transfer under the MIC Mobile Device asset disposal protocol (see below). MIC Mobile Devices will be added to the MIC asset register on the date of their receipt by the College following purchase from an authorised vendor. The asset register will identify the make, model and serial number of the device, together with its approved user, phone number and third party software added to the device by ICT Services in compliance with College policy and procedures.

### 6.0 MIC Mobile Device Care

Staff members equipped with Mobile Devices paid for from College funds are responsible for their usage and care and are expected to take reasonable care to ensure that they remain in good working and cosmetic condition.

### 7.0 MIC Mobile Device Usage

Mobile Device usage should be capable of reflecting best corporate practice and of withstanding public scrutiny and/or disclosure. MIC Mobile Device usage is intended primarily for the conducting of business on behalf of the College. Such usage may include personal calls, text messages or data downloads, subject to reimbursement of the cost of these activities to MIC. College-funded Mobile Devices must **not be used for the conducting of commercial activity that is separate to the normal business of the College. MIC Mobile Device usage must comply with all College policies, including the MIC Code of Conduct for Staff, the MIC Policy for Responsible Computing, the MIC Security Policy, and the MIC Data Protection Policy.** MIC Mobile Device usage

shall also be in compliance with the legal provisions of the State. Failure to abide by these conditions of usage may lead to disciplinary action by the College under relevant MIC policies and procedures.

College funded Mobile Devices may be used in conjunction with approved e-mail and calendar clients to 'push/pull' MIC-controlled exchange server data for business purposes. Mobile business / enterprise applications ('apps') may also be used in conjunction with MIC Mobile Device. These forms of usage are subject to the conditions under Section 8, MIC Mobile Device Security & Information Compliance, below, and shall be in compliance with relevant statutory measures and College policies.

### **8.0 MIC Mobile Device Data Security & Information Compliance**

The transfer and storage of College data (including sensitive personal, corporate or commercial information) using any MIC Mobile Devices in conjunction with mobile enterprise software (such as email; business 'apps' etc.) shall be conducted in compliance with statutory measures and corporate best practice in data protection.

All Mobile Devices used for College business must feature data encryption standards approved by the ICT Services Department and these standards must be applied by users so as to ensure the safety of College data stored locally on a Mobile Device. This may include enabling of a) forced application of the device 'auto-lock' feature; b) remote monitoring of the location of the device centrally by authorised personnel within ICT Services in the event of theft or loss of the Mobile Device; c) remote identification of data downloads (including apps) by authorised personnel within ICT Services (or third parties under contract for service to the College) in the event of any investigation of actual or alleged breaches of College policy involving usage of the assigned MIC Mobile Devices.

Mobile Devices used for College business may not be used to transfer College data (through upload or device synchronisation) to 'cloud'-based storage solutions (i.e. servers that are not owned or controlled by MIC) that are not approved by the College. A list of cloud storage solutions that are not approved is maintained by ICT Services and any staff member in doubt as to the status of a cloud storage service he/she wishes to use in conjunction with an MIC Mobile Device should check with ICT Services before transfer of College data via their assigned device.

All College data stored locally on Mobile Devices are subject to the provisions of the Freedom of Information Act.

## 9.0 MIC Mobile Device - Asset Disposal Protocol

The normal period of asset retention for MIC Mobile Phone/iPad/Tablets shall be 4 years, subject to the advice of the Director of ICT Services in respect of continued operability of given devices for business usage reasons. Responsibility for tracking the retention period for MIC Mobile Devices shall be devolved to the ICT Helpdesk. Where a MIC Mobile Device purchased from College funds reaches the end of its operable life, ICT Services shall arrange for the secure destruction of the device and the transfer of locally-held data to a new device. The procedures for purchase and assignment of the replacement device shall be as specified above.

Exceptions to this protocol shall include:

- a) the reported accidental loss or theft of a College-Funded Mobile Device, in which case the device shall be written off the College's asset value and removed from the asset register. In this instance a new request by the staff member to whom the lost device was assigned will be required, in accordance with the procedure specified above;
- b) serious damage to the device, or its failure, in which case the procedures specified under (a), above shall apply;
- c) redeployment of the staff member to whom a Mobile Device was assigned prior to expiration of the asset retention date, in which case the device shall be i) retained by the staff member subject to re-submission of a business case for a MIC Mobile Device in accordance with Section 4.0 above; ii) assigned to a new user (who has requested a Mobile Device in line with Section 4.0, above) or iii) available for purchase by the redeployed staff member at a value provided by the Finance Office;
- d) retirement or resignation of the staff member to whom a MIC Mobile Device was assigned prior to expiration of the asset retention date, in which case the device shall be a) assigned to a new user (who has requested an MIC Mobile Device in line with Section 4.0, above) or ii) available for purchase by the retiring or resigning staff member at a value provided by the Finance Office

Where MIC Mobile Devices are replaced or re-assigned, all provisions of this policy shall continue to apply and appropriate records will be maintained by the Finance Office and ICT Services Helpdesk enabling tracking of the device from initial procurement to its scheduled destruction. In the case of Mobile Devices purchased by redeployed staff members, or staff retiring or resigning from the College, any MIC-controlled data held on the device shall be removed from the device by ICT Services and retained or destroyed as appropriate.

## 10. Calculation of Asset-Value

Calculation of MIC asset disposal values subsequent to purchase using College funds is performed according to the following formula:

[Defined Asset Retention Period – Period in Use]

X Initial Purchase Value

Defined Asset Retention Period

Note: all periods are calculated in months.

Worked Example:

A Mobile Device retailing at **600** Euros is purchased from College funds and disposed of after 12 months which is prior to its normal life cycle of 48 months. The value of the device is calculated as follows:

$$\begin{aligned} & \frac{48 - 12}{48} \times 600 \\ = & \frac{36}{48} \times 600 \\ = & \mathbf{450} \end{aligned}$$