



## ***DECD Policy – Mobile Communication Devices***

### **Policy**

Access to mobile communication devices must be properly administered and controlled to provide a secure environment, effectively manage DECD resources, comply with legal and privacy requirements and conform to DECD' conditions of connection.

Mobile communication devices are defined as devices that can store, send and receive communications (voice, data and video) while the device is not physically attached to a network. Mobile communication devices include:

- Mobile telephones
- PDA devices using wireless technology
- Combination Mobile Telephones and PDAs ('smart phones')
- Laptops with wireless devices.

Use and content of mobile communication devices must be in accordance with the ethical standards expected from DECD staff as outlined in the Code of Ethics for the South Australian Public Sector.

### **Policy Guidelines**

#### **1. Provision of Mobile Communication Devices**

Mobile communication devices are only provided to DECD officers who have a demonstrated requirement as outlined in the DECD Procedure - Provision of Mobile Communication Devices. Only DECD approved and owned Mobile Communication Devices can be used. The list of approved devices can be found on in.DECD and SSONet, under ICT Support.

#### **2. Primary Usage**

Mobile communication devices provided by DECD must be primarily used for DECD' related business purposes only eg communications related to DECD' business, authorised personal development and activities related to a person's duties.

Usage, if subjected to public scrutiny, must not cause embarrassment or concern to DECD.

#### **3. Personal Usage**

Non-business use of mobile communication devices is permitted consistent with the Code of Ethics for the South Australian Public Sector regarding reasonable use.

All personal usage of mobile phone services must be reimbursed to DECD in accordance with the instructions received with mobile phone bills.

#### **4. Unacceptable Usage**

Usage that causes interference or disruption to other mobile communication device users will not be tolerated. Unacceptable usage includes, but is not limited to:

- distribution of offensive material
- use for personal financial gain
- propagation of any form of malicious software (viruses, worms etc)
- capture and storage of information that contravenes the State Government Information Privacy Principles.

#### **5. Security**

This policy should be read in conjunction with the DECD Policy – ICT Security and the DECD Standard – Mobile Communication Devices Security.

#### **6. Commercial Electronic Messages**

Consistent with the Spam Act, commercial electronic messages must

- only be sent with the addressee's consent
- clearly identify who is responsible for sending the message; and
- allow people to opt-out from receiving future messages.

#### **7. Asset Management**

Management of mobile communication devices must be consistent with the DECD Policy - Corporate ICT Asset Management and the DECD Standard – Mobile Communication Devices Security. Devices must be configured according to ICT Services standards.

#### **8. Non-compliance**

Violations of this policy, depending on severity and nature, may result in reprimand, loss of access to DECD mobile communication devices or dismissal.

#### **9. Scope of the Policy**

This policy applies to all DECD staff.

#### **10. References**

The following whole-of-government and DECD policies and guidelines are relevant and should be read in conjunction with this policy.

##### *Whole of Government Policies and Guidelines*

- The State Government Information Privacy Principles (*Cabinet Administrative Instruction 1/89*) (*governing the collection, release and publishing of information*)
- Government Information Security Management Framework  
<http://intra.sa.gov.au/Policies/ISMF/ismf.pdf>
- The Code of Ethics for the South Australian Public Sector  
<http://www.espi.sa.gov.au/files/CodeofEthicsFinal..pdf>

##### *State and Commonwealth Acts*

- The Commonwealth Spam Act 2003  
(*Governing the sending of commercial electronic messages*)  
[http://www.acma.gov.au/WEB/STANDARD..PC/pc=PC\\_310294](http://www.acma.gov.au/WEB/STANDARD..PC/pc=PC_310294)

*DECD Policies and Guidelines*

- DECD Policy – ICT Security
- DECD Standard – Mobile Communication Devices Security
- DECD Policy – Corporate ICT Asset Management
- DECD Policy – Corporate Electronic Mail – Access and Use
- DECD ICT Acceptable Use Agreement
- DECD Procedure – Provision of Mobile Communication Devices
- DECD Mobile Communication Devices User Agreement

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