



DEQ POLICY STATEMENT PS22-01

POLICY FOR MOBILE DEVICES

PURPOSE

Mobile devices provide safety and efficiency advantages, flexibility, and convenience for Idaho Department of Environmental Quality (DEQ) employees. The devices also pose risks to state data security, create potential for infection from viruses, and therefore, require high standards of accountability.

This policy establishes acceptable use, security, and confidentiality requirements for using mobile devices when conducting official DEQ business. Information stored on mobile devices or those accessing DEQ's network may be subject to audit, public records requests, or other legal processes such as discovery and subpoena.

Reimbursement of eligible and approved personal use mobile devices will begin the month following the date of the revised policy. Retroactive reimbursement will not be done.

STATEMENT OF POLICY

This policy applies to all DEQ employees using mobile devices purchased by DEQ or personally owned devices reimbursed by DEQ or which are used to store or access DEQ data to include files, emails, voicemails, etc. The [Idaho Technology Authority \(ITA\)](#) establishes statewide information technology and telecommunications policies, standards, guidelines, and conventions, and comprehensive risk assessment criteria for Idaho.

The following ITA policies and guidance apply to DEQ mobile device use:

- P4550-Mobile Device Management
- PI040-Employee Electronic Mail and Messaging Use
- S2120-Electronic Mail-Messaging
- PI050-Employee Internet Use, Monitoring and Filtering
- PI060-Employee Personal Computer Use
- P4530-Cleansing Data From Surplus Computer Equipment
- G540-Mobile Devices
- G550-Cleansing Data From Surplus Computer Equipment
- G560-Passwords

This mobile device policy applies, but is not limited, to all devices and accompanying media in the following classifications:

- Laptop, notebook, and tablet computers
- Mobile phones
- Personal digital assistants

Employees using mobile devices not purchased by DEQ (personal devices) used to store or access DEQ data must sign a DEQ Personal Mobile Device Reimbursement Agreement and comply with the mobile device security provisions of this policy.

POLICY AND APPROPRIATE USE

DEQ employees may request appropriate DEQ-provided/state-owned mobile devices or reimbursement for business use of personally owned devices based on substantial demonstrated organizational need, such as job requirement for connectivity in the field, job requirement for on-call or after-hours availability, role-specific requirements that establish a business critical need for mobile access, requirement for a mobile device that is used as the primary computing device for a line of business application, or for availability while out of the physical office. Not all DEQ positions warrant the use of mobile devices. If mobile devices are necessary, minimum standards must be complied with during use. To determine whether a DEQ-provided mobile device or reimbursement for a personally owned device is necessary, and to establish standards and requirements for using such devices, the guidelines below shall apply.

Eligibility

Eligibility considerations include the following:

- Senior management: May be expected to respond to work-related messages beyond normal working hours.
- Bureau chiefs, regional managers, discipline leads, BURP coordinators, financial managers, human resource consultants, or other personnel as necessary: May be required to provide immediate responses to senior management.
- Emergency responders: On call as part of the state's emergency response plan.
- Critical systems support personnel: Need to provide after-hours or crisis response support as identified in the Continuity of Operations Plan.
- Safety personnel: May be subject to health and safety risks.
- Highly mobile employees: Employees who frequently travel to conduct field monitoring and inspections and respond to complaints. Employees who are required to routinely telecommute. Employee's productivity in these stated situations will be enhanced by mobile device use.

DEQ Contracts and State-Owned Devices

Requests for new DEQ-provided mobile devices and service contracts must be approved by the employee's supervisor and the division or regional administrator using the Mobile Device

Request Form before submitting to the director or the director's designee for final authorization.

All DEQ mobile device service contracts will be managed by Facilities Management in the State Office under the following guidelines:

- New service contracts and upgrades must be approved by the director or director's designee using the Mobile Device Request Form.
- Monthly invoices will be paid by the Financial Office using charge codes provided by the staff member to whom the mobile device has been assigned. Charge codes will be verified as current and correct by the device recipient when receiving a used, new, or upgraded mobile device.
- Facilities will keep an inventory of mobile devices currently in use and an inventory of mobile devices turned in.
- Equipment must be returned to Facilities when employees upgrade their mobile devices, leave DEQ, or terminate their service contracts.
- Mobile devices capable of performing the minimum necessary functions will be reused when possible, rather than purchasing new units.
- Cost must be considered when purchasing or upgrading any mobile device, and limits are identified on the Mobile Device Request Form.
- Purchases of carrying cases, screen protectors, chargers, or applications must be approved by the employee's supervisor before the purchase is made.
- Device upgrades are on a 2-year basis. Lost or broken devices must be replaced with a device that has been returned to inventory or, if no such device is available, the least expensive device capable of performing the minimum necessary functions available at the time of replacement.

Personally Owned Devices

Eligible employees will sign a DEQ Personal Mobile Device Reimbursement Agreement with the department, accompanied by the summary pages of the monthly wireless bill, in order to receive mobile device reimbursement claims. State temporary employees will not be eligible for reimbursement of personal mobile devices. Employees approved for reimbursement for business use of a personally owned mobile device will be eligible to claim \$30 per month.

Employees with a mobile device reimbursement will be responsible for the following costs related to their mobile device plan:

- All equipment expenses.
- All plan costs, including airtime and data in excess of reimbursement amount unless approved by the director or the director's designee.
- All incidental and activation charges relating to the plan they choose.
- All other charges related to the termination of a mobile phone agreement with a provider.

Policies for Use of State-Owned Devices

The primary purpose of state-owned mobile devices is to conduct official DEQ business. Employees may use the device for occasional individual, nonpolitical purposes on personal time, if use does not violate the terms and conditions of this policy, violate any ITA policy, or interfere with state business.

Any use beyond the following maximum monthly allotments must be justified and relate to work necessary to perform job duties:

- 1,200 total voice minutes or
- 400 total text messages (applies only to contracts with texting plans) or
- 4 GB data usage (applies only to contracts with data plans)

Any use below the following minimum monthly amounts (in all categories) must be justified; explain why the mobile device is necessary to perform job duties:

- 30 voice minutes
- 10 text messages or 10 emails
- 50 MB data usage

All other state policies and standards relating to internet, email, and equipment use apply to mobile device use. For devices capable of downloading applications, those applications must be consistent with all state usage policies and may not:

- Involve obscene, pornographic, profane, or sexually oriented material
- Be political in nature
- Involve gambling or gaming
- Violate any laws or policies

MONITORING COMPLIANCE FOR STATE-OWNED DEVICES

DEQ may inspect any and all files stored on state mobile devices, on the state network, or any other storage medium used for state business to monitor compliance with this policy. Employees will not purposefully block access to data on a state-owned device.

Facilities will monitor and audit monthly mobile device usage and will notify supervisors monthly about staff who are below minimum and/or above maximum usage levels. Supervisors will be responsible for following up with their staff to request necessary justification.

A DEQ employee can be held accountable for any unauthorized or illegal use of the mobile device as well as any breaches of policy, security, or confidentiality. Such violations of this policy may result in disciplinary action.

RESPONSIBILITY

DEQ's deputy director is responsible for maintaining this policy.

IMPLEMENTATION

This policy is effective immediately and will remain in effect for 5 years unless amended, replaced, or rescinded prior to expiration.

Dated this 6th day of January, 2022

Jess Byrne Digitally signed by Jess Byrne
Date: 2022.01.06 16:09:32 -07'00'

Jess Byrne
Director, Idaho Department of Environmental Quality