



## Medicine Hat College Policy MOBILE IT CONNECTIVITY

Policy #:	IT-01
Policy Authority:	Director, Library and Information Technology Services
Executive Sponsor:	Vice President, Academic
Approved by:	President
Effective Date:	05/02/2016
Next Mandatory Review Date:	05/02/2021
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### 1. POLICY OBJECTIVE

Medicine Hat College (MHC) will facilitate connection to, or remote access of, its networks, IT infrastructure, systems, and information (data) using mobile computing and communication devices, or through remote access, as outlined in this policy.

### 2. POLICY SCOPE

This policy applies to all members of the MHC Community. MHC will select College systems, services and information to make accessible through mobile computing and communication devices.

### 3. DEFINITIONS

- **Cellular Connected Mobile Device:** is defined as a device that connects to a mobile cellular phone service to access services that typically include Internet access, electronic mail, calendar (scheduling), text messaging, web browsing, and other mobile communication and data retrieval features. (This is meant to distinguish between Wi-Fi Enabled devices for which a contract cellular service is typically not required.)
- **Medicine Hat College Community:** A Member of the Medicine Hat College Community, (Member(s), under this Policy includes, but is not limited to the following:
  - (a) Employee: any person who is employed by MHC or who provides services to MHC under an employment contract.
  - (b) Student: any person enrolled in study at MHC.
  - (c) Volunteer: any person performing work for MHC in an unpaid capacity.
  - (d) Contractor: an individual or company (and its employees) who provides services to MHC under a service contract (i.e. a non-employee-employer relationship).
  - (e) Community Member: any person working in collaboration with MHC for a business or an academic purpose or external community member.

- **Mobile Device:** includes computers, laptops, cell phones, smartphones, PDAs, and tablet devices that synchronize with or remotely access College owned or supplied services, networks, or computer systems.
- **Mobile Internet Connectivity:** refers to Wi-Fi or cellular provided internet connectivity through a pay for service agreement with an internet service provider.
- **Remote Access:** The ability to get access to a MHC owned or controlled computer or a MHC owned or controlled network from a remote distance.

#### 4. PRINCIPLES

4.1 All users that synchronize with or use remote access to access College owned or controlled IT Networks, physical IT infrastructure, email, scheduling, or calendaring systems must be authorized to do so.

4.2 Remote access will be controlled, not all members of the College community will be able or authorized to remotely access, nor will all resources be made available.

4.3 The College will put in place user, network, and device access controls and user and device security measures as it sees fit to protect College IT infrastructure, networks, data, and to secure data integrity, security, and privacy.

4.4 MHC will determine which employees need to have a mobile device for their job role (Appendix A).

4.5 Users who by the nature of their job are deemed by the College as needing to have Mobile Internet Connectivity will either be:

- given a cellular connected mobile device owned by the College for their use in their job

OR

- provided with compensation (allowance) for the use of their own cellular connected mobile device for their job. The College will also cover the cost of any College required sandboxing application or security software.

4.6 Negligent use or abuse may result in revocation of connectivity device privileges, and the individual reimbursing the College for any costs incurred by the College.

4.7 Users receiving a College owned device will not be eligible to request to use their own personal device until the College owned device is up for renewal, at the discretion of the College.

4.8. Information Technology Services will recommend on request what devices are supported and should be purchased by the College. Requests for a non-recommended device must be reasonable, and must be a device that the College is able to support.

**5. RESPONSIBILITIES**

**Director, Library and Information Technology Services** is authorized to approve access of mobile devices to MHC's IT infrastructure, electronic data stores, and College owned IT equipment

**6. RELATED POLICIES**

- 5.19 Information Technology Acceptable Use Policy
- 8.12 Allocation of Microcomputers

**7. RELATED PROCEDURES**

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***ORIGINAL COPY SIGNED***

Denise Henning  
President and CEO

Date: April 29, 2016

***ORIGINAL COPY SIGNED***

Mike Gillespie  
Vice-President, Academic

Date: April 29, 2016

**DOCUMENT HISTORY**

April 2016      Policy approved