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## ARTICLE VIII

### Personal Computing Devices

#### Sec. 9-8-10. Need for policy.

This policy is intended to provide guidance to departments who are utilizing personal computing device technology and to help minimize the risk to business functions and government-owned assets. This policy also extends the County's right to data ownership and its right to review data on computing devices to areas of new technology. (Weld County Code Ordinance 2002-12)

#### Sec. 9-8-20. Definitions.

The following words, when used herein, shall have the definitions contained below:

*End user* means a person utilizing any computing or communication device to perform daily activities related to County business.

*Information Services Governance Committee (ISGC)*. Reviews information technology issues or projects and provides recommendations to the Board of County Commissioners concerning information technology policy at the County.

*Personal computing device* means hardware designed to be very portable that contains a computer chip to allow the device to communicate with the County network or share/store information with a device already connected to the network. Examples are Pocket PCs, Palm PCs, PDAs, Palm phones, Smart phones, wearable computers, e-mail devices, etc.

*Personal Digital Assistant (PDA)*. See *Personal Computing Device* above.

*Support staff* means individuals employed and trained to support computer software and hardware.

*Synchronization software* means software installed on a workstation that enables it to share/transfer information to and from the personal computing device.

*Workstation*. End-user computing device. Usually this device is a desktop computer at an employee's desk linked to the County network. (Weld County Code Ordinance 2002-12)

#### Sec. 9-8-30. Statement of policy.

A. With the growing need for instantaneous communication and data access, the County recognizes the need to incorporate new technology to facilitate business-related functions by allowing personal computing devices to share data or communicate with the County network. Employees using any form of

mobile computing or personal computing technology that synchronizes information, transfers information or communicates with the County Government's network infrastructure or data must be knowledgeable of and operate within these guidelines.

B. This policy applies to any activity performed from a County-owned asset and to all County employees or contracted agents of the County performing work activities on behalf of the County. Work activities conducted from remote devices or even personally owned devices are subject to this policy. However, this policy does not apply to an employee performing activities solely as a member of the public and without the use of County-owned assets.

C. Guidelines.

1. This policy applies to any County-owned device or any personally owned device the owner wants to link to or communicate with the County's network or data.

2. The personal computing device is not considered a secure computing device. Being a small and very mobile device, it has a higher chance of being misplaced or stolen. Under no circumstances should lists of passwords be maintained on a personal computing device, and the password protection feature should be enabled.

3. Data transferred to, created or updated on the personal computing device is not backed up by the County's normal data backup procedures. It is the user's responsibility to ensure a recoverable version of any data that is the property of the County.

4. To be considered for approval of linking or communicating with the County network, the personal computing device must meet County hardware and software standards, as well as wireless standards, established by the Information Services Governance Committee. Requests failing to meet County standards will result in denial of access to the County network.

5. If the device is used to synchronize or communicate with the County network or its data, the County business-related information remains the property of the County. The County reserves the right to inspect the device and its contents at any time and/or request the removal of the data or software. Failure to comply with the request will be in violation of this policy.

6. Even though the personal computing device is a mobile device, by using the device in association with the County network, the employee agrees that the use of the device and its contents is still governed by the County's Internet Acceptable Use Policy.

7. The elected official or department head must ensure there is a justified business need to approve the employee's use of the personal computing device that links with the County network. The elected official or department head is responsible for the type of data that will be contained on the personal computing device.

8. At the end of employment with the County, the County-owned device will be returned to Information Services with any personal information removed. If the employee was using a personally owned device, the employee promises to ensure all County-related information is copied back to the County network and the elected official or department head is informed as to where it is stored on the network. The information and all backups of the information will then be deleted from the personally owned device.

9. All software on County-owned devices must be legally licensed for the device on which it is installed. Requests for new hardware or software (synchronization software or regular application software) may be made through the normal governance approval process.

10. All personally owned devices must be in full operational order prior to requesting the installation of synchronization software on the user's desktop personal computer.

11. If an employee is planning to purchase a personal computing device and wants to synchronize or link it with the County network, it is the employee's responsibility to meet County standards, receive approval from the elected official or department head and confirm any County funding of any additional required hardware and/or synchronization software. Approvals should be obtained prior to any purchase.

12. The County reserves the right to discontinue authorization for linking personal computing devices to the network at any time because of any perceived threat to the stability of the County network infrastructure. In addition, the County may, at any time, require additional and/or different software be used on the desktop or the personal computing device to safeguard the network or to maintain compatibility with other applications.

13. For an employee to synchronize or link personal computing devices with the County network, the user and personal computing device must be registered as a user with Information Services.

14. The County does not guarantee continued compatibility with any hardware device or software being utilized in this environment and is not liable for personal expenses incurred.

15. The County or Information Services is not responsible for any damage to personally owned hardware or software that may be incurred while supporting the personal computing device or related software.

16. Abuse of this policy can result in removal of authorization to have a personal computing device link or communicate with the County network. Continued abuse of this policy could lead to employee disciplinary actions, including termination of employment. (Weld County Code Ordinance 2002-12; Weld County Code Ordinance 2005-13)

**Sec. 9-8-40. Procedure.**

A. Any purchased hardware must meet County standards.

B. Any County employee wishing to synchronize a personal computing device with a desktop personal computer or link it with the County network must first have it approved by his or her elected official or department head. There must be a clear business need to approve the request.

1. The requesting user must be an authorized user of the County network.

2. All related hardware and software purchases must be approved by the Information Services Governance Committee.

3. The requesting user must sign the Personal Computing Device Request Form explaining the County's right to review any information contained on the device. This form is available from the

Information Services Department. Along with the user's signature, the employee's full name, device make and model, operating system and serial number shall be provided. (See Appendix 9-D.)

C. Information Services will review the information on the Personal Computing Device Request Form to ensure that the hardware and software meet County standards. Information Services will inform the employee of approval or denial.

D. If hardware or software purchases are involved, purchases will be made after the Information Services Governance Committee approvals have been obtained.

1. Information Services will process approved requests by ordering and receiving County standard equipment.

2. Phone Services and/or the County Purchasing Department will process approved requests for other types of personal computing devices, i.e., palm phones, LCD projectors, digital cameras, digital video cameras, etc.

a. Prior to any purchase, the requesting department should obtain Information Services approval on any digital device that will link or communicate with personal computers or the County network. Information Services will ensure compatibility with existing standards and plan network resource availability and/or capacity.

b. The response from Information Services will include the detailed items that have been approved.

E. Any application software that will reside on the personal computing device should be treated as a regular application software request to be reviewed by Information Services and approved by the Information Services Governance Committee prior to being purchased or implemented. Any application software residing on the personal computing device must output data in a format compatible with existing desktop application software standards.

F. If data related to County business is created or updated on the personal computing device, it is the user's responsibility to provide a backup of modified data or ensure that it is copied back to his or her M: network drive where it is included in the centralized backup process. Data on a desktop personal computer's local drive is not backed up in the centralized backup process.

G. Personal computing device standards. Technology standards will be determined by the Information Services Governance Committee and the Board of County Commissioners. It will be the responsibility of Information Services to follow those standards when reviewing requests for personal computing devices and purchasing those devices. (Weld County Code Ordinance 2002-12; Weld County Code Ordinance 2005-13)

#### **Sec. 9-8-50. Exceptions.**

The authority to approve exceptions to this Policy is delegated to the Director of Information Services Department. (Weld County Code Ordinance 2002-12)

#### **Sec. 9-8-60. Interpretation contact.**

The Director of Information Services shall be the contact person for interpretation of this Article. (Weld County Code Ordinance 2002-12)