

# MHIS

## POLICY STATEMENT ON MOBILE DEVICES

### Preamble

As the City of Hartford works to streamline government operations, and as our world becomes ever more mobile and technology-centric, more members of the City staff are requesting mobile devices to assist them in their work. Metro Hartford Information Services (MHIS) is issuing this policy statement to clarify what equipment it will support.

### Definition

A *mobile device* is any piece of computing or communications equipment that is designed with the intent that the user can easily transport it with them and operate it without relying on fixed electric outlets ("wall power"). This includes, but is not limited to, cellular telephones; "smart phones" such as the BlackBerry, Droid or iPhone; tablet computers and electronic slates such as the iPad; netbooks and laptops.

### Policy

MHIS encourages the use of mobile devices where they will enable users to communicate more easily and work more efficiently.

We will support the acquisition and use of these devices subject to the following restrictions

1. The user must demonstrate a legitimate business use for the device.
2. Purchases must be approved by the user's Department Head, and the MHIS Director.
3. Purchases must be made in compliance with the City's procurement policies and ordinances.
4. All use of mobile devices must be in accordance with the City's Information Technology Resources policy, Ethics policy, and other applicable policies, ordinances and laws.
5. MHIS will *not* connect personally owned devices to the City's email system.

In addition, because of the frequency of loss and theft, smart phones must support management through a central console. Practically, this means that MHIS will provide BlackBerry and iPhone devices; an Android management console is not available.

The Apple iPad can be a useful tool for workers to avoid the cost and physical encumbrance of a full-sized laptop. MHIS encourages the use of these devices for highly mobile workers such as department heads and inspectors. Because WiFi coverage is available in all schools, libraries, and most municipal buildings, iPads need only have WiFi capability; iPads with 3G cellular service will be reserved highly mobile staff, with the approval of the MHIS Director.

Users are reminded that all mobile devices issued by the City are property of the City of Hartford and must be surrendered when the user leaves the City's employment. Information contained in a City mobile device is also property of the City, and may be subject to FOI and/or discovery during litigation.