# 710.500 MOBILE COMMUNICATION DEVICES POLICY

Mobile computing devices are standard equipment in today’s computing environments. However, the portability offered by these devices increases the risk that information stored or transmitted from them will be exposed. Wenatchee Valley College (WVC) allows personal mobile devices to be used for business purposes as long as those devices adhere to the guidelines as stated below.

## A. PURPOSE

The purpose of this policy is to establish best practices, procedures and protocols for the safe, secure and responsible use of mobile devices on Wenatchee Valley College networks. This policy is necessary to preserve the integrity, availability and confidentiality of Wenatchee Valley College data and its associated communications networks. This policy addresses privacy, records retention, and stewardship of confidential state information by enhancing security and establishing employee responsibility and accountability in the use of mobile devices to access, transmit college data.

## B. GENERAL

All communications records, documents, data, photos, etc. used to conduct college business and made via personally owned devices, are subject to records retention requirements and public disclosure requests. The owner of a personal device may be required to surrender their device, including personal and business-related information, if it falls within scope of a Freedom of Information Act request (FOIA) or other types of litigation holds.

## C. SCOPE

This policy applies to all mobile devices that connect to any Wenatchee Valley College data networks and related services to conduct legitimate business activities.

### 1. College Owned: This policy applies to all staff, faculty and students who operate a Wenatchee Valley College owned mobile device that communicates with Wenatchee Valley College data networks, downloads, stores data from Wenatchee Valley College data storage systems and services.

### 2. Personally Owned: This policy applies to Wenatchee Valley College staff, faculty, students and 3rd parties who utilize personal devices that hold/transmit Wenatchee Valley College data.

## D. EXEMPTIONS

There are no exemptions to this policy unless for valid business reasons.

### 1. Exemptions approvals requirements:

#### a Exemption approvals require authorization by the WVC President, Vice President, Deans or department designee.

#### b Exemptions are documented, reviewed at least annually for validity and relevancy.

## E. ENFORCEMENT

Staff members found in policy violation may be subject to blacklisting of their personal devices, loss of computing privileges, disciplinary action up to and including termination.

## F. DISTRIBUTION

This policy is to be distributed and readily accessible to all Wenatchee Valley College employees, students, contractors, volunteers, etc.

Renamed/revised and approved by the president’s cabinet: 9/16/08, 1/6/09, 2/5/13, 10/18/22

Adopted by the board of trustees: 10/10/01, 11/19/08, 2/18/09, 2/20/13, 11/16/22

Last reviewed: 11/16/22

Policy contact: Technology

Related policies, procedures and related references

1710.500 [Mobile Communication Devices Procedure](https://www.wvc.edu/humanresources/policies-procedures/700-technology/710.500-mobile-communication-devices.html)

[Public Records Act RCW 42.56](https://apps.leg.wa.gov/rcw/default.aspx?cite=42.56)

[Washington State Office – Chief Information Officer](https://ocio.wa.gov/policy/mobile-device-usage)