

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 1004: Mobile Devices Security Acceptance Form

## The provisions herein pertain to personal and A-B Tech mobile devices.

Any mobile device not capable of meeting the device requirements below will not be permitted to synchronize with the A-B Tech e-mail system.

Any employee not agreeing to the expectations below should not sign this form and will not be permitted to synchronize a personal mobile device with the A-B Tech e-mail system.

Submitting this form indicates acceptance of the terms and conditions set forth herein as requirements for accessing the A-B Tech e-mail system via a mobile device:

1. All mobile devices must be configured with a passcode with a minimum length of four (4) characters.
2. All mobile devices must be configured to lock after five (5) minutes without user input.
3. All mobile devices must be configured to erase all local data and reset to factory settings (“wipe”) in the event of ten (10) incorrect passcode attempts.
4. All mobile devices must be capable of accepting a “remote wipe” command.
5. All mobile devices will automatically receive these settings from the A-B Tech e-mail server as a requirement for continued connection.
6. Any employee completing this form agrees to:
7. Take all reasonable precautions to safeguard A-B Tech information.
8. Contact the A-B Tech IT HelpDesk in the event of a lost or stolen mobile device so that a “remote wipe” command can be initiated.
9. Delay contacting their service provider to suspend their account in the event of a lost or stolen device until instructed to do so by a member of the IT department.
10. Not hold A-B Tech responsible for any financial liabilities incurred as the result of a lost or stolen device.
11. Not hold A-B Tech responsible for the loss of any personal content on a mobile device on which a remote wipe command is executed.

## Signature:

## Printed Name:

## Date: