

# Bring Your Own Device Policy

ST. JOSEPH ACADEMY

Department:	Information Technology
Number:	210.3
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I. Policy:

St. Joseph Academy (SJA) has developed policies and procedures to address identified risks and concerns that may exist in the use of Bring Your Own Device (BYOD) technologies.

II. Procedures:

- A. SJA recognizes that technology needs for employees are not static and change frequently over time. Some of these changes invite users to bring their own computing device(s) to the workplace to use SJA's IT Network resources and data storage. These devices include, but are not limited to: Smart Phones, Tablets, Laptops, iPads, USB flash drives, and wireless devices.
- B. These devices have potential security risks associated with them and must have proper security and virus/malware protection to ensure integrity and protection of SJA confidential data.
- C. Any device, including USB flash drives, brought into the organization will require approval of SJA's Systems Administrator and the employee's manager/supervisor prior to accessing SJA's IT Network or using with SJA-issued computing equipment.

SJA supplies adequate equipment and software for each employee to function in their given job responsibility. BYOD devices must be proven to enhance worker productivity and add functionality that company-issued devices cannot.

- D. Users in violation of the provisions of this policy will be subject to corrective action, up to and including discharge or termination of relationship.

Approved by: \_\_\_\_\_

President/CEO

Date

3/29/21