

River Valley Child Development Services

Personal Devices Used for Work Policy

Effective: March 1, 2017

River Valley Child Development Services, hereinafter referred to as RVCDS, recognizes that employee productivity may increase when allowed to use his/her personal device(s) for work. RVCDS also realizes that, in allowing that practice, we may be inviting risk into the workplace. These risks may include loss of RVCDS reputation, and/or assets (business email, confidentiality, etc). Any employee whose job requires a phone for work will need to forfeit his/her own privacy when choosing to use his/her own personal device(s) instead of a RVCDS owned device.

- Employee understands and acknowledges his/her role in protecting confidential or personal information stored on or accessed by personal device(s).
- Employee understands and acknowledges that designated RVCDS IT may take steps to protect information stored on or accessed by personal device(s).
- Employee understands and acknowledges that, when separation from RVCDS occurs, his/her personal device(s) will be wiped of work related information by a member of the IT Team. Additionally, employee understands and acknowledges that the person(s) wiping the device(s) is not responsible for any damage incurred during this process.
- Employee, who is non-exempt, understands and acknowledges that he/she is prohibited from accessing work email or making work related calls outside of work hours, unless clear guidelines with appropriate accountability measures are established with his/her direct supervisor.
- Employee understands and acknowledges that RVCDS is not responsible for any functional or physical damage that may occur while using personal device(s) for work.
- Employee understands and acknowledges that he/she is responsible for actions taken by anyone other than employee who has access to his/her device(s).
- Employee understands and acknowledges that while permission to use personal device(s) for work purposes may be granted by RVCDS, he/she is still responsible for following guidelines and policies set forth by his/her program that govern the use of technological devices.