



The Corporation of the Town of Tecumseh

Technology & Client Services

To: Mayor and Members of Council

From: Shaun Fuerth, Director Technology & Client Services

Date to Council: October 11, 2022

Report Number: TCS-2022-06

Subject: Bring Your Own Device (BYOD) Policy

Recommendations

It is recommended:

That Report TCS-2022-06 entitled “Bring Your Own Device Policy” **be received;**

And that Attachment 1 to Report TCS-2022-06 “Bring Your Own Device Policy” **be approved.**

Background

The Bring Your Own Device (BYOD) Policy (Policy) sets out the expectations and responsibilities of both the Town and Town Employees who use their own mobile device to access Town information assets.

Through this Policy, Employees will understand and agree to the requirements and responsibilities when using their own mobile device to access corporate information such as emails, contacts or Town applications.

This Policy applies to all Town personnel, volunteers and Elected Officials. Where third parties including contractors connect to the Town’s networks using their own devices, the Policy will also apply.

Comments

Popularity of mobile devices for both personal and business use has increased exponentially in recent years. Applications (Apps) on mobile devices have changed the way users communicate, travel, shop, work etc.

The goal of the policy is to provide a convenient, economical and secure option to Town Employees.

A BYOD Policy is a policy that will allow Employees to use their personally owned devices for work-related activities if approved by Technology & Client Services (TCS). Those activities include tasks such as accessing emails, connecting to the corporate network, and accessing corporate apps and data.

The Town recognizes that there may be a need or desire for Employees to only carry one mobile device with them while working. With a view to facilitating this, and with regard to network security issues, this policy has been developed to clearly define what is permitted and what is not when it comes to accessing corporate information assets with personally owned devices.

Employees and Elected Officials seeking to use their own device for Town-related business must make a request in writing using the form contained as part of the policy, which will also form the agreement with the Employee or Elected Official.

Applications received under the Policy by Employees must be approved by the Department Director and then forwarded to TCS for processing.

Once approved by the Director, a personally owned device must be on the approved list created by the Town's TCS Department or approved by the Director TCS. To ensure conformance to Town security policies, the device, if approved, will be programmed using the Town's mobile device management (MDM) platform. Upon approval, training and implementation will be carried out by TCS staff.

Consultation

Senior Management Team

Financial Implications

It is made clear in the Policy that the Town is not responsible for any costs related to airtime or hardware replacement for personally owned devices.

Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Shaun Fuerth, BCS
Director Technology & Client Services

Recommended by:

Margaret Misk-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Bring Your Own Device (BYOD) Policy
2	BYOD User Agreement Form