



WCC Personal Mobile Device Policy

Personal mobile devices (PMDs) include feature phones, smartphones, tablets, netbooks, personal digital assistants (PDAs), and other data-enabled devices. Many of these devices can be configured to connect to WCC's communications system allowing direct access to email, contacts, and calendar resources. Wytheville Community College (WCC) permits the use of PMDs as long as devices and users adhere to the rules of the policy listed below. These rules are necessary to preserve the integrity, availability and confidentiality of WCC information. This policy applies to all users who own or operate a PMD that connects to WCC's network and/or accesses WCC electronic data in any way. Any questions or comments about this policy should be directed to the WCC IT department.

Rules

- WCC sensitive data and personally identifiable information (PII) should not be stored on PMDs.
- All PMDs must have approved virus and spyware detection/protection software along with personal firewall protection (where applicable).
- PMDs and users must adhere to all applicable policies. The policies include, but are not limited to, the WCC Email Policy, securing the device with a password, configuring an idle device timeout, and enabling remote wipe capability (the device can be erased locally or remotely).
- Unattended PMDs must be physically secured.
- Any loss, theft, device replacement, ownership change, or security breach must be communicated to the WCC IT department and WCC security immediately.
- WCC IT will only support the WCC policies and data services for devices. Device support must be handled through the proper vendor, service provider, and manufacturer channels outside of WCC.
- A PMD request form must be completed, signed, and returned to WCC IT before the PMD can be configured to access WCC resources.

Violation of the policy can result in penalties ranging from written warning, to loss of access, to referral to appropriate WCC and/or VCCS authorities for disciplinary action. In a case where unacceptable use severely impacts performance or security, in order to sustain reasonable performance and secure services for the rest of the user community, WCC's IT team will immediately suspend an individual's access privileges and will take additional actions to remediate any problems caused.