



ENTERPRISE MOBILITY FOUNDATION

The Enterprise Mobility Policy Guidebook

April 2012 Edition

+ About This Guidebook

- Research from market research firm Strategy Analytics shows that over 90% of organizations now have employees using smartphones within their organizations. Depending on the size of the organization, this can cover tens of thousands of individuals.
- However, enterprise mobility management can be a daunting task for organizations. The first step in managing mobility is to have a mobility policy.
- Companies with defined mobility policies have higher returns on their mobility investments in terms of workforce flexibility, employee responsiveness to customer needs, as well as revenues and profitability that can be attributed to their mobility investments.

+ About This Guidebook

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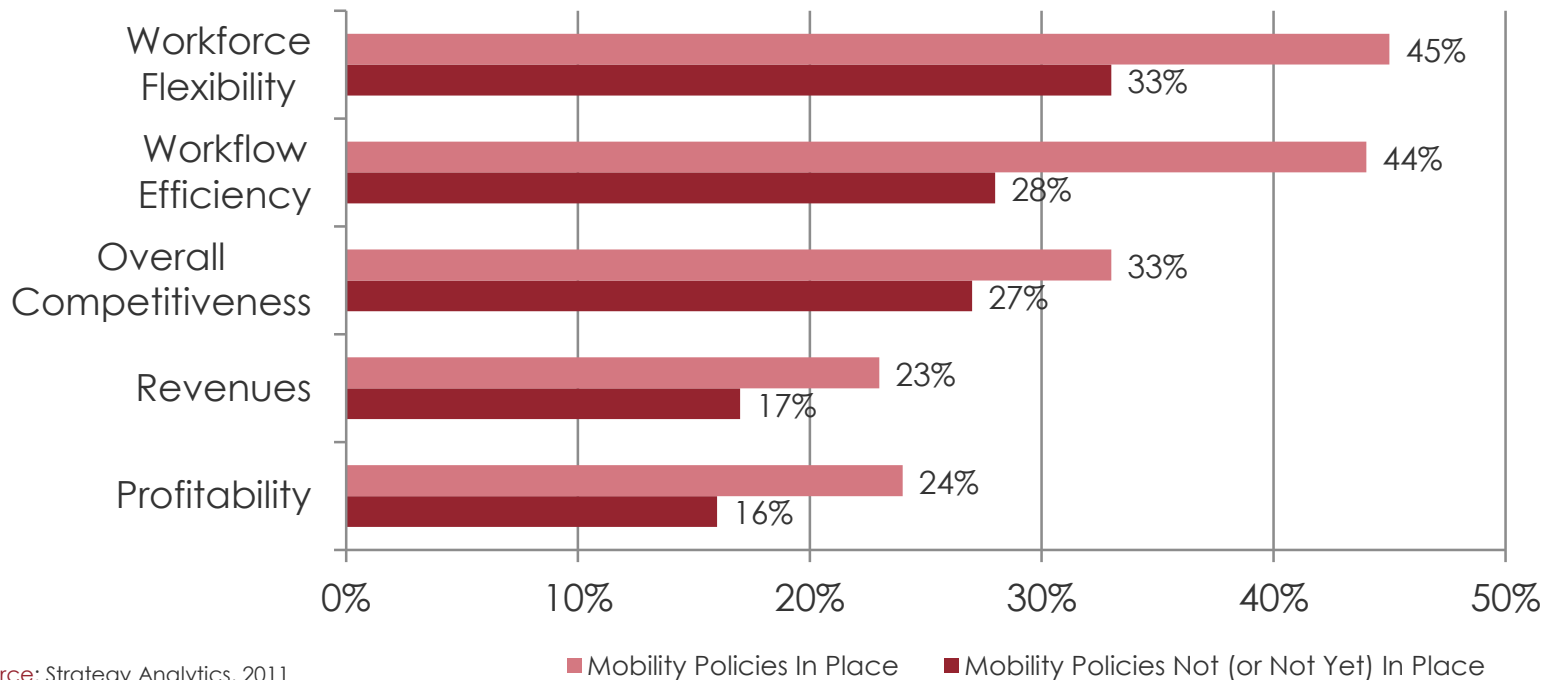
- This document is meant to be a tool for IT and Line of Business decision makers who are struggling to define a mobility policy for their organization.
- The Enterprise Mobility Foundation **does not** suggest your organization should adopt ALL these policies, but offers these ideas as “food for thought” as you develop the policy that best fits **your company's and employees'** needs.

+ What's New In This Edition

Key Updates Include

- The COPE Model (Corporate Owned, Personally Enabled)
 - This is an alternative to BYOD
- Corporate Data Access
- GeoFencing
- 3rd Party Apps For Document Sharing

+ Why Mobility Policies Matter



Source: Strategy Analytics, 2011



+ Table of Contents

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- Application Management
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- Help Desk/Support





+ Mobility Policy Guiding Principles



Mobility Policy Guiding Principles

- The Company Mobility Policy Guidebook is intended to equip the workforce with the most appropriate mobile devices, plans and applications to enhance their productivity and performance in the role they play.
- The Company (does not) allow(s) the workforce to use company provisioned mobile devices for personal use as long as usage is not "excessive" and budgets are met.





Mobility Policy Guiding Principles

- Any rules or regulations regarding device features/functionality or carrier value added services that are not explicitly listed in this policy guide should **(not)** be considered prohibited.
- The Company Mobility Policy Guidebook is intended to equip the workforce with the most appropriate mobile devices, plans and applications to enhance their productivity and performance in the role they play.
- The Company **(does not)** allow(s) the workforce to use Company provisioned mobile devices for personal use as long as usage is not "excessive" and budgets are met.





Mobility Policy Guiding Principles

- The Company Mobility Policy Guidebook and the policies within it will be reviewed/updated every **XX** months.
- It is expected that employees will accept any updated terms and agreement within **YY** weeks.
- Failure to accept any updated terms may result in disciplinary action with your supervisor and/or group manager which could result in (but not limited to) losing mobility privileges or termination from employment within the Company.
- Any rules or regulations regarding device features/functionality or carrier value added services that are not explicitly listed in this policy guide should **(not)** be considered prohibited.





+ Policy Breaking Actions and Repercussions

+ Policy Breaking Actions and Repercussions

In This Section

1. Employee Paying For Mobile Devices Or Wireless Services
2. Losing Mobile Device Privileges
3. Termination

+ Employee Paying For Mobile Devices Or Wireless Services

- The following (in)actions may result in disciplinary action with your supervisor and/or group manager that could result in the employee paying for mobile devices or wireless services:
 - Excessive fees after being warned of going over budget
 - Excessive use of 411 or other pay per use features
 - Unapproved replacement of devices before renewal date
 - Unapproved replacement of accessories or purchase of non-approved accessories.



+ Losing Mobile Device Privileges

- The following (in)actions may result in disciplinary action with your supervisor and/or group manager that could result in you losing mobile device privileges:
 - Excessive use of mobile services;
 - Not following security protocols as defined by the IT department;
 - Not following the federal/state/city regulations related to mobile phones (e.g., no texting while driving or not using a Bluetooth earpiece);
 - Not upgrading to standard devices and operating systems that company can secure and cost-effectively support.



+ Termination

- The following (in)actions may result in disciplinary action with your supervisor and/or group manager that could result in the termination of your position within The Company:
 - Not reporting a lost or stolen device that contains customer and/or employee information (i.e., most emails) to the IT department within X hours of realizing you can not locate your device;
 - Downloading inappropriate software on your device for the workplace;
 - Excessive use of mobile devices for personal use after warning;
 - Use of services/data on mobile devices in violation of corporate governance rules
 - Use of services/data on mobile devices in violation of 3rd party industry standards and regulations (e.g., PCI, HIPAA, etc.)
 - Fraudulent use of devices/services





Definitions

+ Definitions

In This Section

1. Mobile Devices
2. Corporate Liable Devices
3. Individually Liable Devices

+ Mobile Devices Include

Select All That Apply

- Smartphones
- Tablets
- Rugged Devices
- Netbooks
- Laptops
- Laptops with built-in WWAN
- Data Cards/Dongles



+ Corporate Liable Devices

A mobile device is considered owned by the employer if

- Employer purchased the device directly
- Workplace fully reimburses employee the cost of the device
- Workplace reimburses employee more than $x\%$ of the cost of the device
- Workplace reimburses employee more than $x\%$ of the cost of the monthly voice plan
- Workplace reimburses employee more than $x\%$ of the cost of the monthly data plan



+ Employee Liable Devices

A mobile device is considered owned by the employee if

- Workplace reimburses employee no more than $x\%$ of the cost of the device
- Workplace reimburses employee no more than $x\%$ of the cost of the monthly voice plan
- Workplace reimburses employee no more than $x\%$ of the cost of the monthly data plan



+ Policies Surrounding Corporate Liable Devices

+ Corporate Liable Devices

In This Section

1. Platform
2. Operating System Version
3. Accessories
4. Purchase Method

+ Platform

The following are the general guidelines with regards to purchasing a mobile device

- Employees may select devices that run the following platform (select all that apply): Android, Bada, BlackBerry, iOS, Symbian, webOS, Windows Phone
 - Employees who select a BlackBerry device can select from (select all that apply): Storm, Tour, Curve, Bold, Pearl, Torch
 - Employees who select a Windows Phone device can select devices from (select all that apply): HTC, LG, Motorola, Samsung
 - Employees who select a Symbian device can select devices from (select all that apply): Nokia, SonyEricsson
 - Employees who select a Google Android device can select devices from (select all that apply): Dell, HTC, LG, Samsung
 - Employees who select an iPhone can select from (select all that apply): 3G 8GB or 3GS 16GB/32GB, iPhone 4 16GB/32GB



+ Operating System Version

- Employees must (**may**) update the operating system version of their device as determined by the IT department
- Employees may (**not**) “root” or “jailbreak” their device
- Employees may (**not**) update their device to any third party version of the operating system without consent from the IT department



Accessories

- Bluetooth headsets: Employees are encouraged to purchase a Bluetooth headset and are required to do so in the following States (select all that apply): CA, CT, DC, FL, GA, MA, NY, OR, PN, WA, etc.
- Car chargers: Employees may (not) purchase and expense a car charger for their device
- Employee is (not) responsible to buy replacement/spare battery(s)
- Employee is (not) responsible to buy other consumer parts, such as: screen protectors, cases, docks, stylus, etc.
- Other accessories: Any other accessories may (not) be charged back to the company. Any exceptions must be approved by your supervisor and/or group manager



+ Purchase Method

- All employee requests for a device must be made through the employee mobile self-service portal
- All device purchases on the corporate plan are **(not)** required to be made via the central procurement manager
- All device purchases made on family pooling plans are **(not)** required to use the corporate negotiated discount
- All device purchases made on individual plans are **(not)** required to use the corporate negotiated discount

+ Notes

- Employees can recommend new devices, accessories and services be added to the approved vendor list.
- The Mobility Policy Team makes the decision and updates the Approved Catalogue once per quarter (change as appropriate)
- Not all employees are approved for the same devices or plans. Employee approved devices and plans are determined by the Mobility Policy Team. Any exceptions must be approved by your supervisor and/or group manager
- Employees can request any or all of the approved accessories from select vendors catalog. Replacement of accessories requires managerial approval. Accessories should (not) be purchased and expensed on expense management system. These expensed items will (not) be rejected by the Finance department



+ Notes

- Mobile devices must be purchased through carriers and sales channels approved by the Mobility Policy team.
- Employees can choose the device from the pre-approved catalog and request the purchase, but only the Mobility Policy Team can place orders with the carrier
- Device replacements are allowed every **XX** months, unless the device is lost, stolen or broken
- Employee will upgrade to the approved Operating System by the deadlines established by the Mobility Policy Team. Devices not updated to the latest OS may be denied access to corporate email or other applications





+ Policies Surrounding Employee Liable Devices

+ General Guidelines Around Employee Liable Devices

- Employees are **(not)** allowed to use personal smartphones for corporate network access
- Employees in **(enter department here)** are **(not)** allowed to use personal smartphones for corporate network access
- Employees who choose to purchase their own smartphone may purchase a device on the following platform(s):
Android, Bada, BlackBerry, iOS, Symbian, webOS, Windows Phone
- Employees may **(not)** “root” or “jailbreak” their smartphone
- Employees must make a formal request via the mobile self-service portal to enable mobile access to email

+ PIM Access

- Employees are **(not)** allowed to access work applications beyond email on their personal smartphones
- Employees are **(not)** required to use an IT department provided email client on their personal smartphones



+ Policies Surrounding Carriers and Rate Plans

+ Carriers and Phone Number Portability

In This Section

1. Carriers
2. Phone Number Portability

+ Carriers

- Employees can select a rate plan from the following carriers (select all that apply): AT&T, Sprint, T-Mobile, Verizon Wireless, etc.
 - Note: Examples are (obviously) only for US carriers. Your organizations will need to adapt this list to all the relevant carriers your employees may be using
- Exceptions to the approved carrier list apply only to those who work in areas with poor coverage with approved carrier. Any exceptions must be approved by your supervisor and/or group manager.

+ Phone Number Portability

- Employee will **(not)** be provided a new mobile phone number by The Company
- Employees may **(not)** request to keep their phone number upon end of service at The Company
- Employees may **(not)** bring in a personal phone number to a corporate device
- If employee transfers a personal number to company at time of hire, the number will **(not)** be returned when the employee leaves the company



+ Policies Surrounding International Roaming



Appropriate Use

- Employees may **(not)** use their device for international business
- Supervisor and/or group manager approval is **(not)** required to use their device for international business
- Employees who do regularly travel internationally must have a wireless plan with (select all that apply): AT&T, Sprint, T-Mobile, Verizon Wireless
- Before traveling internationally, employees are **(not)** required to sign up for international roaming plans





Appropriate Use

- Employees may **(not)** use their corporate owned device when on international vacation
- Employees may **(not)** access their corporate email when on international vacation
- Employees may **(not)** access corporate applications when on international vacation



+ Reimbursement

- International voice roaming will be reimbursed **xxx%** if on the corporate pool plan
- International data roaming will be reimbursed **xxx%** if on the corporate pool plan
- International voice roaming will be reimbursed **xxx%** if on a family pool plan
- International data roaming will be reimbursed **xxx%** if on a family pool plan
- International voice roaming will be reimbursed **xxx%** if on an individual plan
- International data roaming will be reimbursed **xxx%** if on an individual plan

+ Notes

- Employees are expected to be aware of excessive and extreme international wireless fees for both voice and data services.
- In most cases, employees will be placed in voice pool plans for primary carriers. Employees will be expected to contain their mobile usage to the allocated minutes.
- In some cases, individual plans will be used. Employees will be expected to contain their usage to the budgeted amount of usage spend.
- Employees are allowed to make a reasonable number of personal calls and make use of data services. Excessive use of mobile devices for personal use may result in loss of device.





+ Policies Surrounding Carrier Features / Services

+ Carrier Features/Services

In This Section

1. SMS/Text Messages
2. MMS/Picture & Video Messages
3. Ringtones
4. Extra Services

+ SMS / Text Messages

- SMS is provided to employees based on business need and usage patterns. Excessive use of SMS may result in termination of service or loss of device.
- Employees are **(not)** allowed to send text messages
- Employees are **(not)** allowed to select a text messaging plan with (up to) **XXX** messages per month

+ SMS / Text Messages

- Employees who exceed their allocated messaging quota will **(not)** be expected to reimburse The Company which may result in disciplinary action with your supervisor and/or group manager that could result in the employee paying for mobile devices or wireless services
- Employees are **(not)** allowed to select an unlimited text messaging plan
- Employees are **(not)** allowed to pay more than **(up to)** **\$XX** per month on a text messaging plan



+ MMS / Picture & Video Messages

- MMS is provided to employees based on business need and usage patterns. Excessive use of MMS may result in termination of service or loss of device.
- Employees are **(not)** allowed to send picture & video messages
- Employees are **(not)** allowed to select a picture & video messaging plan with **(up to) XXX** messages per month

+ MMS / Picture & Video Messages

- Employees who exceed their allocated messaging quota will **(not)** be expected to reimburse The Company which may result in disciplinary action with your supervisor and/or group manager that could result in the employee paying for mobile devices or wireless services
- Employees are **(not)** allowed to select an unlimited picture & video messaging plan
- Employees are **(not)** allowed to pay more than (up to) **\$XX** per month on a picture & video messaging plan

+ Ringtones

- Employees are **(not)** allowed to download free ringtones
- Employees are **(not)** allowed to download ringtones that have associated fees when the employee is on a corporate plan
- If the employee is on a personal or family pooled plan, they are **(not)** allowed to download ringtones that have associated fees when the employee pays the associated fees

+ Extra Services

- 411 - Employees are **(not)** allowed to use carrier 411
- Employees are encouraged to use free services such as Google 411
- Caller tunes - Employees are **(not)** allowed to purchase Caller Tunes
- Handset Insurance - Employees are **(not)** allowed to purchase individual handset insurance
- Navigation Services - Employees are **(not)** allowed to use carrier provided navigation services



+ Notes

- Employees must be mindful of all downloads and the appropriate use of these features and services in a business setting
- Employee must be aware the application download may contain damaging viruses and other security breaches
- The only games and applications that are allowed on mobile devices are on the approved feature/service list on the Mobile Catalog
- Failure to comply with this policy can result in loss of mobile device and in extreme cases job termination





Policies Surrounding + Handset Features / Functionality

+ Handset Features/Functionality

In This Section

1. Camera / Video
2. WiFi
3. Bluetooth
4. GPS
5. Storage

+ Camera / Video

- Employees are **(not)** allowed to use smartphones with camera and/or video features
- Only employees in the following departments or divisions are allowed to use smartphones with camera and/or video features (select all that apply): XXX, XXX and XXX.
- Employees are **(not)** allowed to bring a smartphone with camera and/or video features onto corporate premises
- Employees are **(not)** allowed to take personal photos or videos on a smartphone with camera and/or video features
- Employees are **(not)** allowed to take work related photos or videos on a smartphone with camera and/or video features

+ WiFi

- Employees are **(not)** allowed to use WiFi on their smartphone in corporate premises
- Employees are **(not)** allowed to use their smartphones on public WiFi hotspots that do not have the following encryption (select all that apply): WEP, WPA, WPA2
- Employees are **(not)** encouraged to use WiFi instead of WWAN when roaming internationally
- Employees are **(not)** encouraged to use a voice over WiFi solution when roaming internationally
- WiFi can only be used through an IT department provided solution
- When not on corporate premises, employees are **(not)** required to connect via company provided VPN



+ Bluetooth

- Employees are **(not)** encouraged to purchase a Bluetooth headset and **(but)** are required to do so in the following States **(select all that apply)**: CA, CT, DC, FL, GA, MA, NY, OR, PN, WA, etc.
- Employees are **(not)** allowed to use Bluetooth for other applications beyond headsets

+ GPS

- The use of consumer mobile applications that request access to your smartphones GPS are (not) allowed in the workplace
- Employees are (not) allowed to download location aware applications on their workplace provided smartphone

+ Internal Storage

- Employees are **(not)** allowed to purchase smartphones with mass storage (i.e., greater than XX GB)
- Employees are **(not)** allowed to put corporate data on their device
- Employees are **(not)** allowed to put personal data on their device
- Employees are **(not)** allowed to put personal pictures on their device
- Employees are **(not)** allowed to put music on their device
- Employees are **(not)** allowed to store passwords in an unencrypted way on their device

+ External Storage

- Employees are **(not)** allowed to purchase additional data storage cards for their smartphones
- Employees are **(not)** allowed to put corporate data on the storage card
- Employees are **(not)** allowed to put personal data on the storage card
- Employees are **(not)** allowed to install applications on the storage card
- Employees are **(not)** allowed to put personal pictures on the storage card
- Employees are **(not)** allowed to put music on their device





+ Policies Surrounding Mobility Management



Enterprise Mobility Management Includes

- Mobile Inventory / Asset Management
- Wireless Expense Management
- Mobile Operations Management
- Mobile Application Management
- Mobile Security
- Mobile Help Desk





General Mobility Management Guidelines

- The Company reserves the right to track the corporate liable devices at all times
- To access PIM functionality, employees agree to allow Company to be able to manage the device – regardless of ownership
- Employees are **(not)** required to download an IT department provided device management tool on their personal smartphones
- Employee will **(not)** be able to receive support from the IT department for their **(non)** managed smartphone





+ Policies Surrounding Wireless Expense Management

+ Wireless Expense Management

In This Section

1. Device Price
2. Voice Plans
3. Data Plans
4. Purchase Method
5. Reimbursement

+ Device Price

- The maximum on contract price for a new device is: \$**xxx**. Any exceptions must be approved by your supervisor and/or group manager
- The maximum price for a replacement device is: \$**xxx**. Any exceptions must be approved by your supervisor and/or group manager
- The maximum price for a headset is: \$**xxx**. Any exceptions must be approved by your supervisor and/or group manager
- Company pays for **XXX%** of the cost of the initial device and **XXX%** of the first replacement device and **XXX%** of the second replacement



+ Voice Plans

- Employees are **(not)** required to be on the corporate pooling plan
- Employees are **(not)** allowed to be on a personal family pooling plan
- Employees are **(not)** allowed to be on an individual plan
- Employees are **(not)** required to use the corporate negotiated discount for voice plans with the following carriers (select all that apply): AT&T, Sprint, T-Mobile, Verizon Wireless



Data Plans

- Supervisor and/or group manager approval is **(not)** required to get a data plan
- Employees are **(not)** required to get an unlimited data plan
- Employees are **(not)** allowed to get an additional data plan for their laptop
- Supervisor and/or group manager approval is **(not)** required to get an additional data plan for their laptop
- Employees are **(not)** required to use the corporate negotiated discount for data plans with the following carriers (select all that apply): AT&T, Sprint, T-Mobile, Verizon Wireless



+ Purchase Method

- All voice or data service subscriptions on the corporate plan are **(not)** required to be made via the central procurement manager
- All voice or data service subscriptions additions/changes made on family pooling plans are **(not)** required to use the corporate negotiated discount
- All voice or data service subscriptions additions/changes made on individual plans are **(not)** required to use the corporate negotiated discount



+ The C.O.P.E. Model

- The Company supports/endorse the Corporate Owned, Personally Enabled model
 - Employee can select whichever smartphone/tablet they choose
 - Employer will procure and provision the device on behalf of the employee
 - Employer will pay any monthly voice/data plans per the corporate plan
 - Employee is allowed to use the mobile device(s) for personal use
 - Employee is required to abide by all corporate mobile policies

+ Reimbursement

- Employee will be provided \$XX per month for all mobile expenses
- Employee voice plan will be reimbursed xxx% if on the corporate pool plan
- Employee data plan will be reimbursed xxx% if on the corporate pool plan
- Employee voice plan will be reimbursed xxx% if on a family pool plan
- Employee data plan will be reimbursed xxx% if on a family pool plan
- Employee voice plan will be reimbursed xxx% if on an individual plan
- Employee data plan will be reimbursed xxx% if on an individual plan





+ Policies Surrounding Application Management

+ Mobile Application Management

In This Section

- Application Development
- Application Deployments
- Application Restrictions
- Games



Application Development

- Mobile application development need **(not)** be approved by the mobility steering committee
- B2C applications are required to meet **(enter here)** corporate guidelines
- All internal mobile applications must support the latest versions of: Android, BlackBerry, iOS, webOS, Windows Phone
- Mobile applications are **(not)** encouraged to work identically on smartphones and tablets.



+ Application Development

- Internal applications are **(not)** required to leverage the company standard mobile enterprise application platform (MEAP)
- It is **(not)** required for mobile applications to be written with HTML5
- Application security should include....
- Internal applications are **(not)** required to be deployed via the internal mobile app store
- Internal applications may **(not)** be developed by third party consultants

+ Application Deployments

- Employees are **(not)** allowed to download free applications on corporate liable devices
- Employees are **(not)** allowed to download applications that have associated fees when the employee is on a corporate plan
- If the employee is on a personal or family pooled plan, they are **(not)** allowed to download applications that have associated fees when the employee pays the associated fees

+ Application Deployments

- Employees are **(not)** allowed to download any free applications on their smartphones
- Employees may only download business applications from the private workplace AppStore
- Employees are **(not)** allowed to purchase applications and request reimbursement
- Applications may only be installed through App Stores (and not via a PC)

+ Application Restrictions

■ White List

- The following 3rd party mobile applications are allowed on corporate liable devices (each company will adapt its list)

■ Black List

- The following 3rd party mobile applications are forbidden on corporate liable devices (each company will adapt its list)
- The following 3rd party mobile applications are strongly discouraged on individually liable devices (each company will adapt its list)

+ Games

- Employees are (not) allowed to download free games
- Employees are (not) allowed to download games that have associated fees when the employee is on a corporate plan
- If the employee is on a personal or family pooled plan, they are (not) allowed to download games that have associated fees when the company pays the associated fees
- If the employee is on a personal or family pooled plan, they are (not) allowed to download games that have associated fees when the employee pays the associated fees





+ Policies Surrounding Mobile Security

+ Security

In This Section

1. Passwords
2. Data
3. Lost or Stolen Devices

+ Passwords

- SIM card lock codes are **(not)** required on all company mobile devices
- Device passwords are **(not)** required on all company mobile devices that have corporate directory or company email access
- Passwords are **(not)** required on all corporate mobile applications
- Passwords must be between **XX** and **YY** characters in length and must contain (certain types of characters)
- Password format will be defined and administered by the IT Department
- Devices will automatically lock after **XX** failed attempts at password entry



+ Data

- Employees are (not) allowed to put corporate data on their device
- Employees are (not) allowed to put personal data on their device
- Employees are (not) allowed to put personal pictures on their device
- Employees must ensure that data connections are encrypted when accessing corporate data on a mobile device
- Employees are (not) allowed to put music on their device
- Employees are (not) allowed to store passwords in an unencrypted way on their device



+ Lost or Stolen Devices

- Mobile Devices that are lost or stolen must be reported to the IT department within **X** hours of realizing you can not locate your device
- Mobile Devices that are lost or stolen will be locked and or wiped clean of all data
- The company takes **(no)** responsibility for the personal information you may have lost on your device(s) and encourages the employee to make frequent back-ups
- Devices that are found once reported stolen will be recycled/returned to owner

+ Other

- When an employee leaves the company, mobile devices owned by The Company will be **(immediately)** returned to the company
- When an employee leaves The Company, mobile devices owned by the user, must be wiped clean of all company data, including but not limited to (select all that apply): corporate directory, email, PIM, applications and stored data
- Users must sign and adhere to a separate information security document provided by the company
- Mobile devices are subject to the same protection and guidelines as desktop or laptop computers



+ Policies Surrounding Mobile Data Access

+ Data Access

In This Section

- Rules Surrounding Corporate Data Access
- Geofencing
- 3rd Party Apps For Document Sharing

+ Rules Surrounding Corporate Data Access

- Individually Liable Devices can only access email and calendar functionality
- Individually Liable Devices can **(not)** use/download corporate mobile applications
- Individually Liable Devices can **(not)** access the corporate network (WiFi guest access)
- Individually Liable Devices can **(not)** access the corporate file network (via Active Directory/LDAP)
- Individually Liable Devices can **(not)** use/access internal applications (e.g., ERP, SharePoint)

+ GeoFencing

- The Company (**does not**) reserve(**s**) the right to monitor the location of employees' mobile devices to restrict file/data access
- Individually Liable Devices can (**not**) access the corporate file network outside (**enter locations here**)
- Individually Liable Devices can (**not**) access the corporate applications outside (**enter locations here**)
 - **Alternative:** Only the following applications can be accessed outside (**enter locations here**)
- Devices will require end-to-end encryption should employees be accessing corporate data from (**enter locations here**)



+ 3rd Party Apps For Document Sharing

- The use of document sharing/syncing applications (e.g. DropBox or Box.net) is **(not)** permitted
- The use of native cloud syncing solutions (e.g., iCloud, SkyDrive, Google) is **(not)** permitted
- The following types of content **(insert list here)** are allowed to be synced onto consumer grade public cloud storage systems
- Only the following document sharing/syncing applications (e.g. DropBox or Box.net) can be used and must be downloaded from the Corporate mobile app store





+ Policies Surrounding Mobility Support (Help Desk Services)

+ Help Desk Will Support

Select All That Apply

- Devices
- Accessories
- Voice plans
- Data plans
- Connectivity
- Internal mobile applications
- Third party mobile applications
- International Roaming

+ Help Desk Services

- Calls will be answered in no more than **XX** minutes
- Please refer to our self service troubleshooting FAQ ([add link here](#))
- All trouble tickets for mobile devices must go through ([enter system here](#))
- Line of Business mobile applications are (**not**) supported by IT
- Troubleshooting for individually liable devices will be restricted to our self service forums ([insert link here](#))



+ Help Desk Policies

- For Corporate Liable Devices
 - All support calls must go through the corporate help desk
 - Support calls may be directed to the carrier during off hours
 - If you are having problems with the corporate applications on your smartphone, you must contact IT
- For Individually Liable Devices
 - Support for your mobile device is limited to email and the following applications (fill list in here)





Next Steps

+ Next Steps

- This document is meant to be a tool for IT and LoB decision makers who are struggling to define a mobility policy for their organization.
- There are more permutations that could be created for each section based upon device liability
- The Enterprise Mobility Foundation does not suggest your organization should adopt ALL these policies, but offers these ideas as “food for thought” as you develop the policy that best fits your company’s and employees’ needs.
- You are encouraged to use these guidelines and policies and copy them into your own template



+ More Resources @ The EMF

- General Information
 - <http://theemf.org/category/enterprise-mobility-strategy/>
- Guest Columns
 - <http://theemf.org/category/thought-leadership/guest-commentary/>
- Research
 - <http://theemf.org/category/thought-leadership/research-on-enterprise-mobility/>
- Social Networking
 - <http://theemf.org/members>
- Discussion Forums
 - <http://theemf.org/forums>
- Special Interest Groups
 - <http://theemf.org/groups>



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