

Employee Owned Smartphone Agreement



This *Mobile Device Policy* authorizes Capilano University (CapU or the University) employees, where approved by management, to use personal smartphones for work purposes (sometimes referred to as “BYOD” or bring your own device). This agreement records this approval and acknowledges that all parties understand and agree to the terms provided in the Policy and this Agreement.

The following responsibilities apply to all employees, regardless of whether they are paid a stipend for using a personal phone for CapU business or if they have requested connection to CapU email for convenience.

1. The employee is responsible to ensure the safety and integrity of CapU information is maintained when accessed from their mobile device. The device must meet minimum security standards as required by IT Services and the device must not be loaned or provided to a non-CapU employee.
2. The employee understands that by attaching their device to University’s electronic services, the University may wipe the device clean in certain circumstances such as theft or loss in order to secure protected information. Device management software must be installed on the device to allow the enforcement of the University’s information security standards. If an employee removes the installed device management software, the device will be unable to access CapU resources, and the employee’s participation in this program will be revoked.
3. Employees choosing to use these devices are expected to provide an advanced level of self-support and understand that complex problems will not be the responsibility of IT Services. Personal devices will be supported by IT Services on a “best effort” level, and this support will not include non-business applications. IT Services will assist employees in configuring basic business-related connectivity, such as accessing CapU email, calendar, and contacts.
4. If a device is broken, lost, or stolen, the employee must report it to IT Services promptly so the device may be remotely wiped or locked to protect University records and information. The employee is responsible for the replacement cost of the device.
5. The employee is responsible for all ongoing costs related to their device. This includes maintenance, repairs, roaming charges, carrier contract charges, accessories and maintaining the functionality of the device.

Responsibilities – Business Requirement

The following responsibilities apply only to those employees who are receiving a stipend in exchange for the business use of their personal device.

1. The employee agrees to the use of their personal device(s) for CapU business purposes, in the same way as they would a CapU-owned device. The smartphone must be ready to receive phone calls, emails, events, texts, and so forth during the employee’s regular working hours. This includes the use and possible disclosure of the mobile phone number for business purposes.
2. The employee is responsible for all ongoing costs, including those above and beyond the reimbursement rate. This includes maintenance, repairs, roaming charges, carrier

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contract charges, accessories and maintaining the functionality of the device within the University's business environment.

3. CapU will offer a monthly stipend for the use of a personal device at the fixed rate specified within the Mobile Device Policy. This rate will be reviewed annually and is considered taxable income.
4. IT Services will provide the employee with a loaner device, if one is available, in the event of equipment failure, loss, or theft; this is a short-term measure, provided for up to 30 days, as the employee is responsible for the replacement cost of their device. If the employee cannot replace the device within 30 days, the employee will be issued a CapU device and their participation in this program cancelled.

Responsibilities – Employee Initiated Request

The following responsibilities apply only to those employees who have not been approved for a CapU-subsidized smartphone, but wish to connect their personal device to the CapU's network. There is no expectation in this situation that the employee will use their personal device for CapU business; this service is merely provided at the employee's request.

1. Where an employee has not been approved for a CapU-subsidized smartphone, but is wishing to connect their personal device to the CapU's network, there is no expectation that the employee will use their personal device for CapU business; this service is merely provided at the employee's request.
2. It is anticipated that an employee who has been provided with this benefit may also have data and voice features turned on outside of their scheduled work day. The employee is not expected to respond to emails, calendar, text messages, and so forth unless the employee is pre-authorized/approved/or requested to do so.
3. For employees who have asked to have their personal device connected to the CapU network only for convenience (i.e. those not receiving a monthly stipend) no reimbursement or loaner devices will be provided.

I agree to the terms conditions of this User Agreement, and have read and understand the University's Mobile Device Policy.

Employee name:	
Department:	
Office phone number:	
Mobile phone number:	
Employee signature:	
Date:	

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