

GRAYS HARBOR COLLEGE
Operational Policy

Subject: MOBILE DEVICE

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Operational Policy Number: 802

Date adopted: 2/2020

Revised:

Purpose

GHC recognizes that mobile devices, for certain personnel, are valuable tools that aid the College in conducting business in an effective and timely manner.

This policy governs the authorization, use, and payment for College-issued mobile devices required for business purposes by GHC. It ensures compliance with state statutes, administrative codes and case law regarding public records retention and discovery, and permissible use of state-purchased devices. It also addresses employee obligations under state law regarding public records retention and discovery even when an employee uses a personally owned mobile device for business purposes.

Policy

Grays Harbor College (GHC) may provide mobile devices or allow the use of personal mobile devices to those employees whose positions require the use of such devices as determined by the appropriate Area Administrator or the College President.

1. All employees who use a College-issued or personal mobile device to access business documents and communications must comply with state and College-specific security standards, records management and retention schedules, and all other applicable laws and standards.
2. All call records, texts, documents and data, photos, etc. used to conduct college business which was created, stored, or transmitted via a personal device, and all contents of a college-owned device, are subject to records retention requirements and public records disclosure. Personal data (data on a personal device that does not constitute a public record) on a personal mobile device is not subject to public records request; however, all data on a college-owned device is deemed public record.
3. The owner of a personal mobile device used for college related work may be required to produce any and all college related records and information and attest they fully produced all related records in the event of a public records request or litigation hold.
4. The employee is responsible for all costs and maintenance of the personal mobile device and service plan. The employee is also responsible for all contract fees such as activation fees and early termination penalties, regardless of the reason for authorizing or terminating an allowance.
5. The college may issue a college owned device at the discretion of Area Administrators or the College President based on the need related to work being performed.
6. Personal mobile devices accessing college resources, and College-issued devices are required to enroll in, and follow the policies, procedures, and responsibilities of the college Mobile Device Management or Enterprise Device Management software/program and at minimum the device must have PIN, pattern, or biometric authentication enabled.
7. If a personal or college-issued device is lost or stolen, notify the GHC Information Technology department right away. The IT department may wipe the device remotely. If a device is lost or stolen, follow the instructions on the Mobile Device IT Procedure signed when enrolling a mobile device.

Relevant Laws and Other Resources

- [OCIO 191](#) – Mobile Device Usage
- [Records Retention Schedules for All State Agencies](#)
- [Records Retention Schedules for Community and Technical Colleges](#)
- [Washington Public Records Law \(RCW 42.56\)](#)