

**RESOLUTION**

**A RESOLUTION FOR THE PURPOSE OF AMENDING THE CALVERT COUNTY  
COMPUTER USAGE POLICY TO INCLUDE A MOBILE DEVICE DATA POLICY**

**WHEREAS**, the Calvert County Department of Technology Services (“TS”) has taken a proactive approach to ensure it has a secure network and is striving to maintain that security at the highest level;

**WHEREAS**, TS has developed the attached Mobile Device Data Policy to append to the existing Computer Usage Policy to maintain security of the County network should any mobile devices (County issued or personal) be lost, stolen or compromised; and

**WHEREAS**, the Board of County Commissioners deems it in the best interest of the public to adopt the Mobile Device Policy attached hereto as Exhibit A and incorporated herein by reference and voted to adopt that Policy on April 9, 2013.

**NOW THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Calvert County, Maryland that the Mobile Device Policy attached hereto as Exhibit A and incorporated herein by reference is hereby adopted as an addendum to the existing Computer Usage Policy.

**BE IT FURTHER RESOLVED** by the Board of County Commissioners of Calvert County, Maryland that, in the event any portion of this Resolution is found to be unconstitutional, illegal, null or void, it is the intent of the Board of County Commissioners to sever only the invalid portion or provision, and that the remainder of the Resolution shall be enforceable and valid.

**BE IT FURTHER RESOLVED** by the Board of County Commissioners of Calvert County, Maryland, that the foregoing recitals are adopted as if fully rewritten herein.

**BE IT FURTHER RESOLVED** by the Board of County Commissioners of Calvert County, Maryland, that the Mobile Device Policy will be effective on the \_\_1st day of July, 2013 and that the Mobile Device Policy and the existing Computer Usage Policy will stay in effect until amended or rescinded by the Board of County Commissioners of Calvert County, Maryland.

**DONE**, this 9<sup>th</sup> day of April, 2013 by the Board of County Commissioners of Calvert County, Maryland, sitting in regular session.

Aye: 5

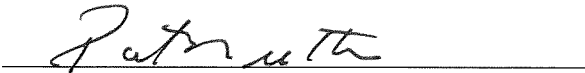
Nay: ∅

Absent/Abstain: ∅

ATTEST:

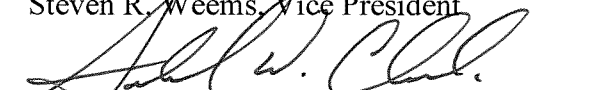
BOARD OF COUNTY COMMISSIONERS  
OF CALVERT COUNTY, MARYLAND


  
Maureen Frederick, Clerk

  
Pat Nutter, President


  
Steven R. Weems, Vice President

Approved for form and legal sufficiency  
on May 22, 2013 by:

  
Gerald W. Clark

  
John B. Norris, County Attorney

  
Susan Shaw

  
Evan K. Slaughenropt Jr.

Received for Record.....6/3..... 2013  
at 1:21..... o'clock .....P..... M. Same day  
recorded in Liber KPS No. 42  
Folio 323..... COUNTY COMMISSIONERS  
ORDINANCES AND RESOLUTION.



<p><b>SUBJECT:</b></p> <p style="text-align: center;"><b>NETWORK SECURITY ADDENDUM TO THE COMPUTER USAGE POLICY</b></p>	<p>POLICY NO.</p>
<p><b>TITLE:</b></p> <p style="text-align: center;"><b>MOBILE DEVICE DATA POLICY</b></p>	<p>APPROVAL DATE: April 9, 2013</p>
	<p>REVISION DATE:</p>

**OVERVIEW**

The Calvert County Department of Technology Services (“TS”) has taken a proactive approach to ensure it has a secure network and is striving to maintain that security at the highest level. In order to provide support for County issued mobile devices and maintain security of the County network should any of these devices (County issued or personal) be lost, stolen or compromised, TS has developed this Mobile Device Data Policy to append to the existing Computer Usage Policy, which is hereby readopted as amended.

For the purposes of this Policy, the term mobile device includes, without limitation, cellular phones, smart phones, two-way communication devices with cell phone capabilities, internet data services, tablets, readers, and all other devices that connect to the Calvert County Board of County Commissioner’s (“BOCC”) data and network infrastructure, even if such connection is intermittent.

**APPLICABILITY**

This Policy is being implemented for all employees who are permitted access to the BOCC data and BOCC network infrastructure by or through mobile devices. Persons who are permitted access to the BOCC data and BOCC network infrastructure by or through mobile devices and comply with this Policy are hereinafter referred to as “Authorized Users.”

**POLICY**

Calvert County Government, through TS, can provide Authorized Users remote access to the County e-mail, contacts and calendar system on their County issued or personal mobile devices. The Authorized User and his/her immediate supervisor must sign this form before access to these resources on any mobile device will be enabled.

As a condition precedent, Authorized Users granted remote access to the BOCC data and BOCC network infrastructure upon any mobile device, whether or not County-issued agree in writing to the following terms and conditions as evidenced by their signature below:

*Exhibit A*

1. For reason of network security, Authorized Users must immediately notify TS if their mobile device is lost or stolen.
2. The Authorized User agrees that TS may delete all BOCC data from a mobile device if, in the sole and absolute discretion of TS, such action is necessary to protect the BOCC data and network infrastructure. The Authorized User shall indemnify and hold TS harmless from and against all claims arising from or related to any decision to delete all BOCC data from a mobile device. If an Authorized User is unable to contact TS, the user shall make his/her best effort to disable the network connection.
3. The Authorized User agrees that TS has the right to install client software locally on the mobile device in order to protect the BOCC data and network infrastructure. TS has the right at any time to deny access to BOCC data and network infrastructure to a mobile device should it be determined that the device poses a risk of compromise to BOCC data or network infrastructure.
4. TS will only set up the connection, support, repair and/or resolve problems on a County issued mobile device.
5. Authorized User will not charge personal devices through USB ports on County computers. Personal devices should be charged using a wall outlet.
6. TS is not liable for any problems arising directly or indirectly from accessing the BOCC data or network infrastructure on a mobile device.
7. It is the responsibility of the Authorized User to inform TS of any mobile telephone number changes that will affect any global distribution lists.
8. TS periodically performs routine maintenance which may cause interruption of access to the County e-mail through mobile devices. It is the responsibility of the Authorized User to reconnect his/her mobile device to the County email system if so desired.
9. The Authorized User is responsible for backing up or archiving information stored on a mobile device if so desired.
10. The Authorized User shall provide a screen lock, pass lock or other similar means of securing the mobile device.
11. TS has the right to delete all BOCC data from a mobile device when employment with Calvert County Government ceases.
12. Nonexempt employees are neither required nor expected to access the BOCC data or BOCC network infrastructure outside their approved working hours. Grant of access to BOCC data and BOCC network infrastructure is not permission for non-exempt employees to access such data and network infrastructure to perform unauthorized work (including, without limitation, work outside the employee's work day), or incur unauthorized overtime.

**POLICY ADMINISTRATION**

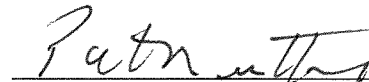
The Department of Technology Services shall develop a form for the purpose of informing each Authorized User of this Policy and shall require the signature of each Authorized User acknowledging receipt of and agreement to the terms of this Policy. Each Authorized User may be required to disclose to TS the identifying characteristics of all mobile devices with which they connect to the BOCC data and network infrastructure, which may include, but is not necessarily limited to, mobile device number, serial number, make and model.

This Policy may be amended by the Department of Technology Services as deemed necessary by the Department of Technology Services and shall be distributed to all Authorized Users upon amendment. The Policy shall also be provided to employees and other interested persons upon request without charge.

We, the Board of County Commissioners of Calvert County, Maryland, do hereby approve and adopt this Statement of Policy as evidenced by the signature of the President of the Board of County Commissioners having been authorized to so execute this Statement of Policy at a meeting of the Board of County Commissioners on April 9, 2013.

**ATTEST:****BOARD OF COUNTY COMMISSIONERS  
OF CALVERT COUNTY, MARYLAND**

Maureen Frederick, Clerk



Pat Nutter, President