

## **Use of Personal Computers and Cell Phones**

### **I. Purpose**

The purpose of this policy is to provide rules about using an employee's personal computer or personal cell phone while performing work for the Band.

### **II. Permissible Uses**

In general, employees are encouraged to use Band cell phones and Band-owned computers when performing work for the Band. In order to protect the Band's data, the following rules apply to the use of personal devices for Band-related work.

- a. *Work product and files.* All Band-related work product must only be created on a personal computer or personal cell phone through remote access software on another Band computer. Files created for Band-related work shall not be transferred to a personal device and should only be accessed through remote access software.
- b. *E-mail and calendar data.* Band e-mail and electronic calendars may only be accessed on a personal device through approved remote access software or the Office Outlook Web Access system. Band e-mail and calendar data shall not be downloaded to personal devices. Personal e-mail and calendar accounts shall not be used for Band-related work.
- c. *Text messages and voicemails.* Work-related text messages and voicemails on personal devices shall be limited to scheduling issues and multimedia messages involving non-sensitive materials (i.e., a picture of a maintenance issue).
- d. *Phone calls.* Employees may make work-related phone calls from personal devices, provided that the employee does not record the call.
- e. *Network Access.* Personal computers and personal cell phones shall not be connected to Band-owned networks, with the exception of Band-owned public networks.

### **III. Use of Personal Numbers**

Personal cell phone numbers shall not be published on Band business cards or Band advertising. The Band will not port a cell phone number for a Band-owned device to a personal cell phone.

### **IV. Stipends and Reimbursement**

Employees who use personal devices for Band-related work do so for their own convenience. Accordingly, employees shall not be reimbursed or receive a stipend for the cost of personal devices or services. Employees may be eligible for employee discounts for certain devices or services.

Approved by motion of the Reservation Business Committee on June 12, 2018.