

Maryland Military Department

Mobile Devices and Services Policy

1. Purpose of this Policy

The purpose of this policy is to provide users of Military Department mobile devices and services with guidance on safe, appropriate use of those devices and services, and is intended to comply with the “Agency MDS Policy Requirements” outlined in DoIT’s Mobile Devices and Services Statewide Policy dated 2/2/2010.

2. Scope

This policy applies to anyone assigned or using a mobile device or service which is funded or procured through State contract or with State funds.

3. Mobile Devices and Services

Mobile devices include cell phones, smart phones, tablets, PDAs, Air Cards and similar technology that utilize mobile services for communication. Mobile services include cellular voice service, mobile data service, and mobile texting service.

4. Purpose and Ownership

The sole purpose of mobile devices and services is to support the business of government and the operation of the Military Department. The devices, any billing accounts, associated phone numbers, and any communications are property of the Military Department and the State. Users should have no expectation of continued access to these after leaving employment by the Military Department, or when job functions no longer require such access.

5. Personal Use

Use of Military Department mobile devices and services for other than official Agency business is discouraged and is prohibited if such use violates laws, other state policies and guidelines, or standards of conduct. Personal calls are acceptable when limited to important personal or family matters, or emergencies, call time and frequency of personal calls are kept to a minimum, there are no adverse effects on employee performance, or the personal calls cannot reasonably be made outside of work hours or on a personal device. Employees are responsible for reimbursement to the State for excessive personal calls.

6. Privacy

The Military Department reserves and will exercise the right to review, to audit, to intercept, to access, and to disclose all electronic communications on the Agency’s mobile devices at any time, with or without notice to its users, and that such rights may be exercised during or after normal working hours and even if the electronic communications appear to have been deleted from the devices. Users should have no expectation as to the privacy or confidentiality of any electronic communications transmitted, received or stored in conjunction with the usage of the Agency’s mobile devices.

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7. Mobile Device Security

Employees are responsible for the security of assigned mobile devices. They should immediately report to their supervisor or Agency Telecommunications Officer if an assigned device becomes lost, stolen, or damaged. Employees are also responsible for the security of equipment associated with their assigned devices such as chargers, spare batteries, cases, and hands-free equipment. Employees may be personally responsible for cost reimbursement to the State for lost, stolen, or damaged devices or associated equipment.

8. Unauthorized System Modifications

Users are prohibited from modifying agency mobile devices. This includes attaching or installing unauthorized internal or external hardware, installing unauthorized software, or changing device settings or configurations in ways that might compromise the function or security of the device.

9. Usage Rules

Use of mobile devices must be done in compliance with applicable laws, regulations, and executive orders including:

- Executive Order 01.01.2009.08: A driver of a Maryland State Vehicle may not use a hand-held cell phone while driving, except in cases of emergency. The policy does not apply to law enforcement officers or operators of authorized emergency vehicles.
- Chapter 195, Acts of 2009: In Maryland a person may not use a text messaging device to write or send a text message while operating a motor vehicle in motion or in the travel portion of a roadway. The statute does not apply to the use of a text messaging device to contact a 9-1-1 system or the use of a global positioning device.

Employees shall make every effort keep their usage within service plan limitations of voice minutes, data usage and messaging.

Amber Alert shall be activated on text enabled devices.

Operator assisted calls, credit card calls, and directory assistance (411) calls shall be limited to essential use only.

Employees shall use safe practices while driving, such as:

- Whenever practical, pull over and park to make or answer a call
- Limit call time and make calls only when stopped or before pulling into traffic
- Tell the person with whom you are speaking that you are driving
- Assess traffic and weather conditions, and only make or answer calls when conditions are safe; suspend calls in heavy traffic or harsh weather conditions

Smart phones or tablets that are used to access Maryland.gov email accounts are required to be encrypted, to have a minimum six-digit lock screen access code, and to be configured to automatically erase all device data if the access code is incorrectly entered ten times consecutively.

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10. Changes in Devices, Services, or Assigned Employee

Devices that are no longer needed shall be turned into the Agency Telecommunications Coordinator for re-issue or disposal. Program managers should request via email any changes to service plans or devices for their employees. Any changes in device, services, or assigned employee will require that a new acknowledgement form be completed with the details of the device and service and signed by the employee and program manager.

11. Violations

Violations of these policies may result in revocation of the device and disciplinary action, up to and including termination of employment or contract. Employees may be legally responsible for any liability associated with the usage of assigned mobile devices.

Maryland Military Department Mobile Devices and Services Policy Acknowledgement

User Information	
Employee Name:	
Department / Program:	
Employee Work Address:	
Justification / Business Need for Device:	
Device Information	
Manufacturer:	
Model:	
Serial & Tag Numbers:	
Accessories Issued with Device:	
Service Information	
Service Provider:	
Account Number:	
Telephone Number:	
Included Voice:	
Included Data:	
Included Messaging:	

Employee Acknowledgement

I acknowledge that I have been provided a copy of the Maryland Military Department Mobile Devices and Services Policy and that I have read and understand that policy. I also acknowledge that I am responsible for the security of the equipment listed above as well as any other Agency equipment assigned to me that may not be documented here, and that I may be required to reimburse the Agency for the cost of any assigned equipment that I fail to return when required to do so.

Employee Name:	Signature:	Date Signed:

Program Manager or Supervisor Acknowledgement

I acknowledge that this employee has been assigned this device and that this employee is authorized to use the device within the limits defined in the "Service Information" box and the Military Department Mobile Devices and Services Policy.

Name:	Signature:	Date Signed: