



SUNY Orange Policy Manual

Policy Number	Policy Title
BP2.43	Mobile Computing and Storage Devices

Orange County Community College is committed to protecting its information technology resources from unauthorized access or damage by establishing standards for the security of resources and data with regards to mobile devices and mobile storage devices.

With the increased mobility and proliferation of mobile devices, the concern of securing locally stored data is of paramount importance. Portable USB storage devices are frequently used to transfer data off-site and/or between systems onsite. Cellular phones are used increasingly to access College resources and store data locally. Cell phones and tablet computers can hold data just as a traditional laptop or desktop, but are more easily lost or stolen. These devices are generally synced to another device, such as a desktop or laptop. The same attention to securing desktops and laptops must apply to these types of devices.

To ensure proper security of these devices, proper patch management should always be followed, as well as virus scanning, where appropriate. System connection of these devices will be subject to the conditions of the BP2.42 (Wireless Security) and BP2.8 (Internet, Email and Personal Computer Use).

All users who utilize mobile computing devices and employ the use of removable storage devices should be advised of, and adhere to, minimum standards which lead to the proper security of any sensitive data contained in these types of devices. Users should also immediately report any lost or stolen device which may contain sensitive data to the College Security office and the Chief Information Officer.

Violations of this policy resulting in misuse of, unauthorized access to, or unauthorized disclosure or distribution of College resources and/or data may subject individuals to legal and/or disciplinary action, up to and including the termination of employment or contract with the College, or, in the case of students, suspension or expulsion from the College.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.

Adopted: Sept. 12, 2018