

	<b>White Earth Nation Information Technology Department</b>
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	<b>Document title:</b> White Earth Nation Electronic Device Usage Policy

## Contact

### The White Earth Nation Information Technology Department

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## PURPOSE

The delivery of services have become diversified in order to meet the ever expanding needs of departments and programs within the White Earth Nation (WEN). In order to accommodate the diversification, the means in which services are provided will be enhanced through the technological capabilities provided by White Earth IT (WEIT). These system include, but are not limited to email, IM, text message, Internet usage, cellular phones, Smart Phones, iPads, Tablets, and Hot Spots.

The purpose of this policy is to ensure that WEN electronic systems are to be used for the business intended and in an appropriate manner to minimize risks to WEN information and equipment.

## POLICY

It is the policy of White Earth Nation (WEN) to maximize, utilize and allow the use of WEN provided mobile device technologies for the provision of performing work functions when all applicable standards are followed.

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## APPLICATION

This policy applies to all employees of WEN that utilizes a WEN issued electronic device for performing work functions during or after regular business hours.

## DEFINITIONS

Access: The determination of who has access to protected WEN information, other applicable information through the use of any means in which to collect that information.

Digital Data Transfer: The transferring of data (email, texts, photo, voicemail etc...) from one device and received by another device.

Electronic Device Technology: Any electronic device that is stationary or mobile that is able to support the work functions of employees. (i.e. desktops, laptops, tablets, cellular phones, smart phone, hotspot etc...)

Encryption: The process of converting data into a form that cannot be easily understood by unauthorized people.

Privacy: The ability to control when, how and to what extent information will be collected, used and shared with others.

Security: The prevention of or protection against access to information by unauthorized recipients and/or intentional but unauthorized destruction or alteration of that information. Security is the ability of a system to protect information and system resources with respect to confidentiality and integrity.

Social Media: The means of interactions among people in which they create, share, and exchange information and ideas in virtual communities and networks.

Smart Phone: A cellular telephone with built-in applications and Internet access, text messaging, e-mail and includes built in functions and/or the ability to run free or paid applications.

Hot Spot: Portable devices or features on smartphones that provide wireless internet access.

## STANDARDS

### Acquisition

- A. The WEN will secure equipment that is within the overall budget for technology that is necessary and will support the ability for employees to perform work functions.
- B. All electronic mobile device technology shall meet the applicable security and privacy standards required at the time of purchase.

- C. Vendors will be secured through standard procurement processes for the purchase of applicable electronic mobile device technology.

#### Assignment

- A. Departments or Programs shall provide employees the applicable electronic device needed in order to perform the functions of their job.
- B. WEN issued electronic *mobile* devices shall be provided to employees who in the course of their work day are primarily located off site from the main building and/or it is deemed necessary to perform work functions.

#### Maintenance

- A. WEIT in conjunction with the department is responsible for the overall monitoring; tracking and maintenance of all WEN purchased electronic devices.
- B. Employees shall utilize the established procedures for reporting any maintenance needs of their WEN purchased device for work purposes.
- C. Employees shall, as requested by WEIT, provide their device for upgrading, hardware or software installment, and other related purposes.
- D. It is the responsibility of the employee to ensure that personal devices are not used unless approved by the program director.
- E. WEIT shall provide needed maintenance to installed hardware, software and/or applications to employee devices used for job functions.
- F. WEIT and/or employee shall delete all stored protected information from the device before it is discarded.

#### Ownership

- A. WEN is the owner of all electronic devices purchased by the WEN and the electronic device shall be returned to WEIT upon completion of employment.
  - a. Employees shall sign an attestation form (see exhibit A: page 6) that they have received and accept the policy on the use of electronic device technologies.
  - b. Employees issued a WEN owned electronic device shall be charged based on the current market value of the electronic device if not returned within the established return date.
  - c. Employees shall be charged full cost of any unauthorized purchased applications on electronic mobile devices that appear on the WEN monthly bill.
- B. WEN is the owner of all data and or information stored on any electronic device purchased through the WEN.
- C. Any work related data and/or information stored on a personal electronic device is owned by the WEN.

#### Responsibilities

- A. White Earth employees shall utilize the electronic device within the confines of all applicable law, rules and regulations. Any unlawful conduct made known will be reported to the applicable authorities.
- B. White Earth employees shall conduct themselves in an ethical manner as outlined in the White Earth Tribal Employees Code of Conduct standards during and outside of work functions as it relates to the use of social media platforms when utilizing WEN purchased or reimbursed electronic devices.

- C. White Earth employees shall ensure that all privacy standards are followed in accordance with privacy and security policies.
  - a. Employees shall ensure that applicable releases of information and consents are established with individuals receiving services prior to engaging in texting and/or emailing.
- D. Only those with a need to know shall have access to a WEN owned electronic device that has any protected WEN information stored on the electronic device.
- E. White Earth employees shall utilize safe driving practices such as but not limited to, no texting while driving, utilizing hands free technology, no use of electronic devices while engaging in transportation of individuals receiving services.
- F. White Earth employees may NOT utilize their WEN issued electronic device for personal use.
  - a. Employees shall monitor their use of their WEN issued electronic *mobile* device's data usage to ensure overage charges are not applied. Data use (internet, application downloads, video download, hot spot and others) shall be for the primary purpose of completing job functions.
- G. White Earth employees shall ensure that all electronic devices are routinely backed up to the White Earth server for the purpose of retrieval in the event of electronic device loss, damage or theft.
- H. White Earth employees who receive crisis related communications on their electronic mobile device shall respond to that communication immediately upon being aware and document as appropriate in the individual record.
- I. Employees utilizing WEN owned electronic devices shall store personal data on an employee owned external hard drive, or other external electronic storage device (i.e. zip drive) to ensure storage capacity is available to perform work functions.
- J. The White Earth Nation incurs cost when providing devices or services that equip White Earth Nation employees to perform their respective duties or functions. Employees have a fiduciary responsibility to insure that equipment assign to themselves be not incurring unneeded cost for the White Earth Nation. This includes damage, under usage, non-usage (non-usage is emphasized here and should not occur) and usage outside of intended purposes. If any of the described occasions occur it is the employee's responsibility to report, request service disconnect or turn in equipment. A regular audit of usage is performed but the employee is expected to be proactive in this area of the WEN Electronic Device Usage Policy.

#### Security

- A. All WEN owned electronic devices shall be encrypted.
- B. All WEN owned electronic device shall have a passcode using the White Earth IT passcode standards or the capabilities of the electronic device.
  - a. Only the employee shall have access to the electronic device.
  - b. Family members or friends are not allowed to use the electronic device.
  - c. Passwords are not to be shared with anyone.
- C. All WEN owned electronic devices shall have applicable anti-virus software or applications installed on the electronic device.
- D. All WEN owned electronic device shall NOT have file sharing software installed without prior approval from the program director.

- E. All employees shall maintain physical control (either physically within the person’s possession or in a secured stored location) of mobile and know where the device is located at all times.
- F. Should *any* electronic device utilized for official job functions be lost or stolen will have the contents of that device wiped from the device to ensure safety, security and privacy of any and all WEN owned information stored on the device.
  - a. It is important that all employees routinely back up their devices information to ensure continuity.

**EXHIBITS**

Exhibit A: (page 6) “Attestation Agreement”

**REFERENCES**

Reference:	Applicable:	Standard Numbers:
HIPAA and HITECH Privacy and Security Standards	X	<ul style="list-style-type: none"> <li>• <u>Pub.L. 104–191, 110 Stat. 1936</u>, enacted August 21, 1996, Omnibus Bill</li> <li>• 45 CFR <u>Part 160</u> and Subparts A and E of <u>Part 164</u></li> </ul>
MN Data Privacy Act	X	<ul style="list-style-type: none"> <li>• MN Statutes Chapter 13</li> <li>• MN Rules parts 1205.0100-1205.2000</li> </ul>
Privacy act of 1972	X	

**Exhibit A**

**White Earth Tribal Council  
Employee  
Attestation of Use of Electronic Device Technology**

**Date:** \_\_\_\_\_

I \_\_\_\_\_ attest that I will follow the White Earth Electronic Device Technology policy in addition to the rules and regulations of HIPAA and The Privacy Act of 1972 for the security and privacy of information communicated and/or stored through and on the electronic device.

The following options are available and with approval from my supervisor have selected the following:

\_\_\_\_\_ I am being provided a WEN owned electronic device.

\_\_\_\_\_ I with approval from my supervisor will be utilizing my personal electronic device

**Employee Signature:** \_\_\_\_\_

**Director/Supervisor Signature:** \_\_\_\_\_

**Administrative Review Initial:** \_\_\_\_\_