

STATE OF ALABAMA

Information Technology Procedure

PROCEDURE 662P1-00: PORTABLE DEVICE AUTHORIZATION

Due to their convenience and inexpensiveness (when compared to laptop or notebook computers) the use of portable devices has grown rapidly in recent years. They have become indispensable tools that provide competitive advantages for a mobile workforce and the individual user. Because of their pervasiveness, some users are carrying more than one such device and would find it more convenient to consolidate by using a business device for personal use or by using their personal device for business use. The security implications of a mobile workforce, the proliferation of portable devices, and dual/multi-purpose use are a growing concern for many organizations.

OBJECTIVE:

Define the procedures for portable device authorization (for both State owned/issued and personally owned devices).

SCOPE:

These procedures apply to all Executive Branch agencies, boards, and commissions except those exempt under The Code of Alabama 1975 (Title 41 Chapter 4 Article 11).

These procedures apply to any variety of portable or hand-held communication or smart phone device (such as Blackberry, Treo, iPhone, iPad) or any other type of device with similar inherent features.

PROCEDURES:

Appropriate management/security practices, such as the identification of an organization's information system assets, are essential to operating and maintaining a secure infrastructure that incorporates cell phones, personal digital assistants (PDAs), and other portable communications devices. The following procedures are intended to enhance security and reduce incidents involving cell phone and PDA devices by ensuring the identification and authorization of such devices that access the State network/infrastructure.

PORTABLE DEVICE TERMS AND CONDITIONS OF USE

Portable device use is subject to the *Portable Device Terms and Conditions of Use Agreement* as well as the requirements of applicable State of Alabama Cyber Security Policies, Standards, and Guidelines.

Users may be further subject to any rules, regulations or policies of the user's employing agency.

Copies of State policies/standards/guidelines may be obtained from <http://cybersecurity.alabama.gov>.

The *Portable Device Terms and Conditions of Use Agreement* may be obtained from: <http://cybersecurity.alabama.gov/forms.aspx>.

DEVICE AUTHORIZATION

Any individual possessing a State-provisioned portable communication device must read and sign an agreement indicating that he or she understands and will comply with the terms and conditions of use stated therein.

The User shall submit annually, no later than January 31st, a completed *User Declaration* for each provisioned device that has been assigned to him or her. If the User is being issued a new device, or having a new device provisioned, the User Declaration shall be completed before the device is made available for use.

The *Portable Device Terms and Conditions of Use Agreement* and *User Declaration* form may be obtained from: <http://cybersecurity.alabama.gov/forms.aspx>.

The *User Declaration* page must be printed and signed by the User.

The *User Declaration* must also be signed by an appropriate signing authority that represents the employing state agency of the User (not required if User has signing authority for the agency).

The signed/completed *User Declaration* shall be sent (annually, as required above) to the Department of Finance, ISD Help Desk for routing.

The employing state agency assumes responsibility for enforcing the terms of the agreement.

RECORD KEEPING AND COMPLIANCE

ISD Help Desk:

Annually, as soon as possible after January 31st, the Help Desk shall forward completed User Declaration forms to Telephone Services. Forms received after January 31st shall be forwarded upon receipt (e.g., may accompany the work order to issue or provision a new phone/device for service).

Notify Telephone Services whenever a phone/device is turned in or de-provisioned.

ISD Telephone Services:

Maintain a database, spreadsheet, or other appropriate record to track:

- Persons issued State cell phones
- Persons whose personal phones have been provisioned to connect to State resources

Track the annual completion of the User Declaration (there should be one User Declaration per phone/device)

Report (once annually, in February) to the Assistant Director of IT Planning, Standards, and Compliance:

- Percentage of completeness (# of User Declarations / # of phones issued or provisioned)
- Names and contact numbers of all individuals who did not submit a User Declaration

Assistant Director of IT Planning, Standards, and Compliance:

Non-compliance, failure to submit the declaration annually, shall be reported to the Chief Information Security Officer (CISO) for follow-up action.

Continued non-compliance shall be escalated to the appropriate approving authority when the recommended action is to remove the phone from service (deactivate, de-provision, or block).

ADDITIONAL INFORMATION:

Information Technology Policy 662: Systems Security

http://cybersecurity.alabama.gov/documents/Policy_662_Systems_Security.pdf

Information Technology Standard 662S2: Client Systems Security

http://cybersecurity.alabama.gov/documents/Standard_662S2_Client_Systems_Security.pdf

Information Technology Dictionary

http://cybersecurity.alabama.gov/documents/IT_Dictionary.pdf

By Authority of the Office of IT Planning, Standards, and Compliance

DOCUMENT HISTORY:

Version	Release Date	Comments
662P1-00	07/26/2012	Original document