

Signatures: \_\_\_\_\_  
**SATCC Commission Board Chair**

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**SATCC Commission Board Vice Chair**

**Board Category** A9 Administration  
**and Policy Name:** SATCC Board Bring Your Own Device (BYOD)

**Approved:** April 14, 2021

**Supersedes:** November 30, 2016; January 22, 2020

**Next scheduled review:** November 2023

**Policy** SATCC recognizes that the use of technology both benefits the environment and enhances the business of an organization. Commission Board members are required to bring their own laptops or tablets for use during SATCC Board meetings. If the Board member is unable to provide their own tablet for SATCC Board use, SATCC will provide a tablet for the board member's use, according to Policy A8 Tablets Provided by SATCC to Board Members - Usage Policy.

To facilitate the responsibility for oversight of the management of the business of SATCC, Board members must agree to the terms and conditions set forth in this policy in order to be able to access the Aprio application.

This policy establishes the obligations and expectations for SATCC Board members who use their personal electronic devices (BYOD) for SATCC business. It sets out procedures for the Board users of the BYOD program to follow.

This policy is intended to protect the security and integrity of the SATCC's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms.

SATCC is committed to protecting personal, confidential and third party information. All personal information is collected by the SATCC in accordance with *The Freedom of Information and Protection of Privacy Act (FOIP)*. As such the SATCC is accountable for its customers' personal information and that of its employees. This includes information collected, used, or disclosed via the BYOD program.

## Procedures

### Acceptable Use

- Board members may use their device to access SATCC-owned resources that are found on the Aprio Board management application platform.

### Devices and Support

- Tablets, computers, and mobile devices are allowed.
- Connectivity issues are not supported by SATCC.

### Reimbursement

- SATCC will not reimburse the Board member for any cost of the device.
- SATCC will not reimburse the Board member for the following charges: internet connectivity, data charges, roaming charges, or plan overages, etc.

### Security

- A strong password is required to access the Aprio application.
- The Board member's access to the Aprio application will be terminated:
  - if the device is lost; or
  - when the Board member leaves the SATCC Board.
- Lost or stolen devices must be reported to the SATCC within 24 hours. Board members are responsible for notifying their mobile carrier immediately upon loss of a device.

### Risks/Liabilities/Disclaimers

- SATCC reserves the right to remove access to the Aprio application without notification.
- The SATCC Board member is expected to adhere to the SATCC BYOD policy as outlined above.

The SATCC Board member is personally liable for all costs associated with his or her device.

## Background

The SATCC Board and Senior Management (SMT) adopted the use of the Aprio Board Information Management System in June 2016. This system allows users access to the system through a computer or tablet. SATCC Board members indicated that they would like to be able to use their own computers or tablets to access this application. Therefore, SATCC develop the BYOD policy to set out the expectations and procedures to facilitate this use.

**Related  
documents in  
Apro:**

*A8 Tablets Provided by SATCC to Board Members – Usage Policy* – outlines the procedures for acceptable use, security and risks/liabilities/disclaimers of tablets provided by the SATCC for Board meetings and business.

