



## City of Middletown

Technology Services Department

245 deKoven Drive Middletown, CT 06457

TEL: (860) 638-4990 FAX: (860) 638-1928 TDD: (860) 638-4812

### **TECHNOLOGY SERVICES POLICY ON PERSONAL DEVICES CONNECTING TO THE CITY OF MIDDLETOWN'S EXCHANGE SERVICES**

#### **Overview:**

The Technology Services Policy on Personal Devices Connecting to the City of Middletown's Exchange Services establishes the requirements for end users who wish to use devices not owned or managed by Technology Services to access their email and calendar.

#### **Policy:**

##### Outlook Web Access

Personal devices that support internet browsing may access the City of Middletown's Exchange Services through the use of Outlook Web Access. Users must abide by the Computer Use Policy and be aware that data generated through the use of Outlook Web Access and stored on a personal device may be subject to Freedom of Information Act Requests or legal discovery.

##### ActiveSync

Personal devices that support ActiveSync browsing may access the City of Middletown's Exchange Services through ActiveSync. Users must abide by the Computer Use Policy and be aware that data generated through the use of ActiveSync and stored on a personal device may be subject to Freedom of Information Act Requests or legal discovery.

By accessing the City of Middletown's Exchange Services through ActiveSync, users grant Technology Services the ability to remotely delete all data on that personal device, potentially causing that device to become permanently nonfunctional.

Upon termination of employment, a user must remove the ActiveSync configuration from any personal devices.

Before sale, transfer for ownership, or disposal of the personal device, a user must remove the ActiveSync configuration from that device.

If a personal device that has been connected to the City of Middletown's Exchange Services through ActiveSync is lost or stolen, the user must report the loss or theft to Technology Services. Users should be aware that Technology Services may need to remotely delete all data on that personal device, potentially causing that device to become permanently nonfunctional.



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### **Exclusions:**

None.

### **Related Procedure:**

None