

This document involves employment or workplace-compliance obligations that vary by state and by employer size. It is a general starting point only — not legal advice — and should be reviewed by an employment attorney licensed in your state before use.

Bring Your Own Device (BYOD) Policy

Employee: [Employee name] **Date:** [Date]

1. Purpose & Eligibility

This policy governs use of a personally owned device (phone, tablet, or laptop) to access [Company name]'s systems, email, or data. Participation is [optional / required for certain roles — specify], subject to meeting the requirements below.

2. Security Requirements

Any personal device used for Company work must have: a passcode or biometric lock; up-to-date operating system and security patches; and encryption enabled where supported. [Company name] may require installation of a mobile device management (MDM) profile to enforce these settings on the portion of the device used for work.

3. Company Access & Monitoring

[Company name]'s access is limited to work-related data, apps, and accounts on your device — not your personal photos, messages, or other personal content. [Describe what any MDM software can and cannot see/do, as specifically as possible.]

4. Employee Responsibilities

Report a lost or stolen device to [IT/security contact name] immediately. Do not share your device's passcode or leave it unlocked and unattended, and do not let others use it to access Company systems.

5. Offboarding

Upon separation, or if the device is lost, stolen, or the arrangement otherwise ends, [Company name] may remove Company data and access from the device (e.g., via a selective wipe of the work profile), and Employee agrees to cooperate with that process.

6. Reimbursement

[Note whether Company reimburses any portion of device cost, data plan, etc., if applicable.]

7. Consequences

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Violating this policy may result in loss of BYOD access and/or corrective action up to and including termination, consistent with [Company name]'s other disciplinary policies.

Acknowledgment

I have read and understand this BYOD Policy and agree to follow it.

[Employee name] ("Employee")

Signature: _____ Printed name: _____ Date: _____

This template is a general starting point, not legal advice — customize it and have it reviewed for your situation.