iPhones Issued to Roles

Passcode and Verification Management

PBR issued Mobile Phones must be kept secure at all time.

The following tools can be used to increase your device security

- Change the provided passcode immediately
- Ensure a 6 digit passcode is kept on the device
- Ensure a lock screen timeout is in place (recommended 3 minutes)

Application's on Role Based iPhones

- Any applications which are required for your PBR job role are preinstalled on the device.
  - If a specific PBR-required Application is not available on your device, please contact the PBR IT Helpdesk via email - helpdesk@pbr.org.au, to request the app be made available.
- Personal Applications are not able to be installed on PBR Role Based iPhones.

Personal Usage of PBR Issued Mobile Phones

As per the Mobile Phone Policy, reasonable personal use of issued Mobile Devices is permitted.

General Personal Use Guidelines

- Ensure you are following the PBR Code of Conduct, Social Media Policy, and other relevant PBR Policies at all times when utilising a PBR Mobile Device
- International Roaming is not enabled on PBR Mobile Plans
- Excessive personal use of PBR Mobile Plans is not permitted, with excessive personal use costs to be reimbursed by the user.

Damage, Theft and Safe Use of PBR Mobile Phones

- All PBR Issued Mobile Devices are issued with a Case and Screen Protector. This is designed to Protect your device from accidental drops or falls.
- If a Screen Protector is broken, it is to be replaced as soon as possible.

- If your device is damaged, please immediately contact the PBR IT Helpdesk, who can organise repairs.
  - If this occurs as part of your work duties, ensure an Incident Defect Report (IDR) is submitted
- If your PBR Issued Mobile Device has been stolen or lost, you MUST inform the PBR IT Helpdesk and/or your Line Manager immediately.
  - All Stolen items must be reported to Law Enforcement Authorities, with a report obtained. This is required for Insurance Purposes, and is mentioned under the PBR Mobile Phone Policy

Monitoring and Logging and Acceptable Use

As per the Mobile Phone Policy, the provided device remains as PBR Property at all times, and as such, PBR reserve the right to monitor and audit all activity undertaken on the device.

- Ensure you have read, and are familiar with the PBR Mobile Phone Policy.
- Ensure you are following the PBR Code of Conduct, Social Media Policy, and other relevant PBR Policies at all times when utilising a PBR Mobile Device
- PBR Team Members are responsibly for exercising good judgement around usage of a PBR Mobile Device
- PBR IT reserve the right to remotely disable, wipe or modify your Mobile Device as required.
  - These actions will only be taken in extreme circumstances, and at the direction of the PBR IT Manager, Group Manager Business Services, or CEO.
- Not all settings or features will be available on your PBR Issued Mobile Phone.

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