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Google Glass Policy

Overview

The purpose of this policy is to define standards, procedures, and restrictions for Google Glass and other wearable cameras and recording devices.

There are clear benefits and risks to these devices in the workplace.

- They can be used for alerts and notifications as pagers and smartphones. Wearers can see the alert, and in many cases respond to it, while continuing to do whatever it is they were doing, even if they were in a meeting.
- Drivers, warehouse workers, and others who use both hands during work will benefit enormously. Glass essentially give them the basic tools of a white-collar worker sitting at a desk as they are in the factory or the field.
- Images can be transmitted to a location where others can direct the wearer to perform particular actions
- It will prove to be a benefit to the visually impaired and other disabled employees.

The policy applies to any device that could be used in such a manner, even when the equipment is not approved, owned, or supplied by ENTERPRISE.

Policy

Use of Google Glass and other wearable camera and recording devices is allowable under the following conditions:

- The privacy and confidentiality of ENTERPRISE facilities, systems, information, property, employees, guests, suppliers, and customers are maintained.
- Devices will not be used in any manner that compromises any individual or processes at ENTERPRISE locations.
- If the device is ENTERPRISE owned and approved, it is not to be used away from ENTERPRISE locations unless it is specifically authorized by the ENTERPRISE.

There can be limited personal use of the device:

- Imposes no tangible cost on ENTERPRISE;
- Exposes ENTERPRISE to any liability or risk;
- Does not unduly burden the ENTERPRISE's computer or network resources;
- If it has no adverse effect on an employee's job performance

Upon entry in any location noted with a sign that Google Glass devices are not permitted, the device should be removed and powered off.

All users shall be required to acknowledge receipt and understanding of all regulations governing the use of Google Glass and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with ENTERPRISE policies.
Google Glass Security Best Practices

For Google Glass, content management includes robust security, and device management capabilities are the definition of best practices. CIOs and CSOs should implement the following:

**General**

- Be wary of QR codes, especially if you’re being pressured to use them such as for a contest.
- Don’t connect to open networks/only connect to trusted secured networks.
- Protect any associated smartphones (required for Glass to tether with for online access if Wi-Fi isn’t available) with a PIN/password.
- Maintain control of your Glass at all times. If it is lost and returned be prepared to erase it and start over. If it is stolen, wipe it immediately through your Google account.
- Know what’s running on your Glass and only install apps from Google.
- Keep an eye out for upcoming security changes/improvements and get familiar with them as soon as possible.

**Security Controls**

- 256 bit AES encryption per file at rest, 30-day rotating encryption key - Advanced Encryption Standard (AES) is a specification for the encryption of electronic data. It has been adopted by the U.S. government and is now used worldwide.
- 256 bit SSL encrypted data transfer - 256-bit SSL Encryption provides an extra layer of protection for our users. This protection can help defend against login and password theft, which is particularly common in today’s wireless society.

**Remote Google Glass Management**

- At least a 4-digit passcode for each device
- Immediate access restriction on device
- Automatic login to end-user accounts which includes the facility to remotely wipe all data and software from the device
- Automatic shutdown and locking of a device after a security breach from a device
- Security breach reporting
Appendix – Electronic Forms

Three (3) Electronic forms are included with this policy template. They come separately in their own directory.

- Google Glass Access and Use Agreement
- Mobile Device Access and Use Agreement
- Mobile Device Security and Compliance Checklist
What's New

2020 Edition

- Added Work From Home and tele-meeting considerations
- Added Mobile Device Access and Use Agreement
- Mobile Device Security and Compliance Checklist
- Proved a separate copy of the latest Google Glass Use and Agreement From

Version 1.3

- Google Glass Electronic form updated
- Updated to meet the latest compliance requirements

Version 1.2

- Google Glass Electronic form updated
- Added Google Glass best practices

Version 1.1

- Google Glass Electronic form updated
- Policy updated to meet the latest compliance requirements

Version 1.0

- Policy Released