

## **Standards for using mobile devices (Ipad, Tablet, or Cell Phone) for collecting field data**

Anyone that has an ESRI account or FDOT account defined to the 'Maintenance' Group has already agreed to abide responsibly to all policies and procedures as pertains to the FDOT network. These procedures include the hardware, software, and security policies crucial to maintaining the validity and integrity of the departments databases. Please notice the policies both by ESRI and FDOT below that strive to reinforce the departments mission to provide the public with safe and reliable information:

### **Security and Use of Information Technology Resources**

Topic No. 001-325-060-g  
Effective November 18, 2015

## **5. LOGICAL AND DATA ACCESS CONTROLS**

- ...
- 5.1 Access to, and use of, the Department's information technology resources is authorized for a specific individual and must be used exclusively by that individual. This access is managed by the assignment of authentication controls to each authorized individual who needs access to the Department's information technology resources.
  - 5.2 Access passwords shall neither be shared, nor entered via any automatic means, such as macros, and shall be unreadable during transmission and storage using appropriate encryption technology. Additionally, members of the Department's workforce are responsible for safeguarding their passwords and other authentication controls against accidental or intentional disclosure and must refuse the receipt of another user's assigned authentication controls. Examples of authentication controls include: passwords, personal identification numbers, security tokens, smart cards, identification badges, or other devices used for identification and authentication purposes.

### **ESRI Terms of Use**

## **3. PRIVACY AND PERSONAL ACCOUNTS**

- ...
- 3.2 **Passwords and Account Information.**  
Some parts of this Esri Web site may require you to create and use a personal account to access the Services provided. You are responsible for maintaining the confidentiality of the password for your personal account and are fully responsible for all activities that occur under your personal account unless access to your account number, account name, or password was obtained through no fault or negligence of your own. You agree to the following:

- 3.2.1 You will provide truthful and accurate information at all times when using Services provided on Esri Web sites;
- 3.2.2 You understand that using a false or incomplete name or e-mail address, impersonating any person or entity, or falsely stating or otherwise misrepresenting your affiliation with a

person or entity will result in immediate removal of your personal account and termination of any rights provided herein;

**3.2.3 You will use the Services for your individual use, and the account's name and e-mail address must be specific to you-personal accounts may not be shared with other users;**

**3.2.4 You understand that sharing account information or allowing others to access your account will result in removal of your personal account;**

**3.2.5** You will notify Esri of any unauthorized use of your password or account or any other breach of security as soon as you become aware of such use or breach; and

**3.2.6 You will log off from account at the end of each session.**

Esri shall not be liable for any loss or damage arising from your failure to comply with this section.

Any violators of the above stated policies will be **subject to having their ArcGIS Online account permanently removed.** This pertains to any and all users of ArcGIS Online including but not limited to FDOT Employees using Active Directory, FDOT Employees with Standard ArcGIS Online Credentials, Consultants, Contractors and Sub-Contractors, Service Accounts, and Programs/Software/Scripts that run with your credentials against FDOT's ArcGIS Online instance. **Understand that all ESRI based mobile applications (Survey123, Collector for ArcGIS, WorkForce, etc.) use your ArcGIS Online Credentials and this policy applies to them equally.**

Please feel free to contact [CO-GISatFDOTAdmins@dot.state.fl.us](mailto:CO-GISatFDOTAdmins@dot.state.fl.us) for questions or concerns regarding this or any other ArcGIS Online related issue.