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| <b>CALIFORNIA TECHNOLOGY AGENCY</b><br><b>TECHNOLOGY LETTER</b>   | NUMBER:<br><b>TL 13-01</b>   | DATE ISSUED:<br><b>MAY 20, 2013</b> |
| <b>SMARTPHONE USAGE</b><br>The use of a smartphone to meet a significant business need of a state entity <sup>1</sup> requires approval by the California Technology Agency prior to acquisition of the device. | REFERENCES:<br>Government Code 11545, 11549<br>ITPL 10-03, 10-19<br>Executive Order B-1-11 |                                     |

**BACKGROUND**

As smartphone devices have increased in use, concern over how they may be used has grown. For purposes of this Technology Letter (TL), a smartphone device is a mobile computing device that provides advanced computing capability and connectivity, and runs a complete operating system and platform for application developers and users to install and run more advanced applications. Smartphone device operating systems may include, but are not limited to, Android, iOS, Blackberry OS, and Windows Phone.

**PURPOSE AND DESCRIPTION**

The purpose of this TL is to explain the process to seek approval from the California Technology Agency (Technology Agency) to use a smartphone device to meet a significant business need of a state entity prior to the purchase. Completion and submittal of the Smartphone Use Justification Form must demonstrate how the use of a smartphone device will cost-effectively meet the significant business need and increase the efficiency of the state entity.

**PROCESS**

Effective with the publication of this TL, the following process must be followed when a state entity is requesting approval to use a smartphone device:

1. Before purchasing a smartphone, a state entity must submit a completed and signed Smartphone Use Justification Form to the Technology Agency, Office of Telecommunications Procurement using the template found in SIMM 48A. A significant business need must clearly demonstrate the need for a smartphone device and how the smartphone device will be used to cost-effectively meet a significant business need and increase the efficiency of the state entity.
2. The state entity acknowledges that the use of a smartphone device complies with state security policies and standards, including ITPLs 10-03 and 10-19.
3. The Technology Agency will review and share the final decision with the state entity requesting approval to use a smartphone device.
4. Only after the Technology Agency has approved the use of the smartphone device may a state entity purchase the smartphone device.

<sup>1</sup> **State entity:** Refers to any entity within the executive branch that is under the direct authority of the Governor, including, but not limited to, all agencies, departments, boards, bureaus, commissions, councils, institutions, and offices.

**QUESTIONS**

Questions should be directed to the Technology Agency, Office of Telecommunications Procurement at [TelecomProcurements@state.ca.gov](mailto:TelecomProcurements@state.ca.gov).

**SIGNATURE**

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Carlos Ramos, Secretary  
California Technology Agency

Attachment