



SECTION:	General School Administration	APPROVAL DATE:
SUBSECTION:	Special Programs Administration	January 11, 2010
POLICY NAME:	Cell Phone/Smart Device – Employee Use	LAST REVISED:
POLICY NUMBER:	R.GSA.F.5	January 11, 2010

1. SCOPE

This policy governs all Wellington Catholic District School Board employees who use cell phones/ smart devices for the purpose of conducting WCDSB business and operations. The Board reserves the right to revoke cell phone/smart device privileges at any time should it deem necessary to do so.

The Board's Corporate Services department has sole discretion over the distribution, configuration, and security measures of cellular phones/smart devices and related technology and accessories. If any non-approved devices, installation, or usage of such technology is discovered, the department reserves the right to remove and/or deactivate them immediately.

This guideline may be supplemental to all board approved policies and will be revised as necessary it is the duty of all employees to keep abreast of the boards current policies, procedures and guidelines – these can be found on the board web site.

2. ELIGIBILITY

Possession and use of a Board-owned and supported cell phone/smart device is a privilege, not a right. Eligibility will be determined by the employee's position within the Board and these individuals shall be issued Board-owned cellular equipment and services.

3.1 Individuals holding the following positions are authorized to obtain Board approved cellular phones and services in order to complete assigned tasks:

- Caretakers
- Maintenance Technicians
- Summer Maintenance Supervisor
- Tractor Operator
- Health and Safety Officer

Any other positions requiring cellular phones and services shall be reviewed on a case by case basis and a decision made by the Superintendent of Corporate Services & Treasurer.

Smart Devices

3.2.1 The Board recognizes the need of some staff members requiring Smart device capabilities along with cellular service all in one handheld device.

Individuals holding the following positions are authorized to obtain Board approved cellular phones and services in order to complete assigned tasks:

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- Director
- Superintendent
- Assistant Superintendent
- Chief Information Officer
- Manager of Plant & Operations
- Principals
- Vice-Principals
- Supervisor of Maintenance
- Supervisor of Plant
- Elem/Sec/Spec Ed Coordinators
- Manager of Human Resources
- Supervisors of IT
- Eligible IT Support Technicians
- School Effectiveness Lead

Any other positions requiring smart devices and services shall be reviewed on a case by case basis and a decision made by the Superintendent of Corporate Services & Treasurer.

- 3.2.2 Smart device users will be advised of the contract limitations and costs incurred for use in excess of that limitation will be subject to reimbursement.

Procedures

- 3.3.1 Devices will be ordered by the Procurement Officer when the following completed and signed forms are received from the employee:
- Payroll deduction authorization and acknowledgement of responsibility form (appendix A)
 - Cell Phone Proper Use Form (appendix B)
 - Guidelines for security of mobile devices and information (appendix C)
- 3.3.2 Employees who have been approved for a Board owned cell phone/smart device are required to reimburse the Board by way of a bi-weekly payroll deduction for personal use of the device. All users must complete the "Authorization of Payroll Deductions and Acknowledgement of Responsibility Form" (appendix A). The bi-weekly rate charged to employees will be reviewed annually and will vary depending upon the device used. Employees who NEVER use their cell phones/smart devices for personal use may be exempted from the payroll deduction by signing a declaration indicating the phone/smart device will only be used while performing job duties.
- 3.3.3 Employees who wish to purchase accessories for their cell phones/smart devices beyond what is included with purchase (such as upgraded hands free devices and holders) must do so personally.
- 3.3.4 Unacceptable extra charges would include but are not limited to charges for ring tone downloads, non-business related web-browsing or other non-business related data and phone use, roaming and long distance related to personal use. These costs will be the responsibility of the employee.
- 3.3.5 Cell phone use outside of Canada is strictly prohibited with the exception of the positions of Director and Superintendent. Where an employee is required to have a cell phone/smart device as stipulated under the excursion policy for emergency use, they are exempt. Under these circumstances the employee must seek prior approval of the Superintendent or Director and must inform the Procurement officer 15 days prior to departure from Canada.
- 3.3.6 Invoices received from the cell phone/smart device provider will be reviewed monthly by the Corporate Services department to ensure Board policies are followed and to ensure business and personal costs are reasonable and/or consistent with the employee's declaration as indicated on the "Payroll Deduction Authorization and Acknowledgement Form". Notice of any infractions of this

procedure will be forwarded to the employee's supervisor and the individuals will be invoiced for any unacceptable charges. Those previously exempted from payroll deduction may be required to amend their personal use declaration and commence such deductions.

3.3.7 New cell phones/smart devices will only be purchased through Corporate Services when the contract term is completed or if a change in position warrants a change in device.

2.3.8 Persons travelling internationally, on Board approved business, can obtain international calling cards for use on land lines for non-emergency use. These costs will be reimbursed upon submission of receipts. Any charges incurred in contravention of this procedure will be the personal responsibility of the user.

3. SUPPORT

To capitalize on volume pricing discounts and to reduce help desk costs to the organization, The Board has standardized on cell phone model(s), smart devices models, service package(s), and features.

4. POLICY AND APPROPRIATE USE

Cell phones/Smart Devices and service packages used to conduct Board business must be used responsibly, ethically, and cost-effectively. Therefore, the following policy statements must be adhered to at all times:

5.1.1 To recover the basic costs associated with the Personal use of Board-owned cell phones, the Board will deduct an annual fee of \$75 on a biweekly basis from the employee's pay. Employees who make or receive excessive personal calls, long distance calls, etc will be charged for these costs in addition to the base amount.
(See Section 3 above)

5.1.2 To recover the basic costs associated with the Personal use of Board-owned Smart phones, the Board will deduct annual fee of \$200 on a bi-weekly basis from the employee's pay. Employees who make or receive excessive personal calls, long distance calls, excessive personal data usage etc. will be charged for these costs in addition to the base amount. See section 3 above

5.1.3 Board-owned cell phones/smart devices may not be used to conduct illegal transactions, harassment, or any other unacceptable behaviour, including but not limited to the use of Camera's on a smart device to record video or take pictures.

5.1.4 Provincial Law prohibits the use of handheld devices while operating a motor vehicle.

- Exceptions to this are made in the case of extreme emergencies, such as an accident, vehicle failure, or other imminent danger. Nevertheless, it is strongly suggested that drivers pull over safely and park the car before making a cell phone call.

5.1.5 Whenever a Board-owned cell phone/smart device is damaged, lost or stolen, such incidents must be reported immediately to the Procurement Officer, Corporate Services.

5.1.6 Authorized cell phone / smart device users are responsible for reimbursing the Board for the full costs of damaged, lost or stolen cell phones/smart devices and related accessories if they were damaged, lost, or stolen due to user negligence or neglect.

5.1.7 Prior to termination of employment or job duties requiring cell phone/smart devices each user must:

- Reconcile all charges on his or her service account.
- Surrender his or her Board-owned cell phone/smart device to the Corporate Services department. The cell phone / smart device should be in an acceptable condition.

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- If the user does not return his or her Board-owned cell phone/smart device, he or she will be required to reimburse the Board the replacement price of the cell phone/smart device.

5. RELATED POLICIES

- Acceptable use of technology
- Other Board policies related to use of Board technology, Data Protection, Privacy of Information that may be published and posted.