

## DIVISION CELL PHONE ASSIGNMENT AND ALLOWANCES

### Background

The Division recognizes the need to use cell phone technology to support the needs of a school or department. This administrative procedure applies to all staff in receipt of a division cell phone or an allowance and is limited to employees of the Division.

All staff supplied with a Division cell phone or an allowance are responsible for the management and safekeeping of the information stored on the device and ensuring that there is adequate security to prevent unauthorized access, collection, use, disclosure, or disposal of the information.

Sensitive and confidential information stored on Division owned or staff cell phones must be kept to a higher standard due to the elevated risk of equipment theft/loss. All cell phones must be password protected and adhere to all Divisional requirements, including but not limited to the following Administrative Procedures:

- [Use of Information Technology, AP140](#)
- [Portable Technology Security; AP141](#)
- [Responsible Use of Technology; AP144](#)

Student data, images or video should only be left on mobile devices temporarily. Due to the possibility of loss or theft, these devices should be viewed as representing a greater risk. As such they should not be used for long term storage. Instead their primary purpose should be for immediate connectivity and creation of data.

Divisional departments or individual schools are responsible for all costs related to the mobile devices assigned to employees, including hardware, hardware replacements/repairs, accessories, and the cost of the monthly service plans.

## Divisional Devices

1. An individual is eligible for a Division cell phone/device when:
  - a. The individual is away from their workstation on a regular basis as a result of the nature of their duties and responsibilities.
  - b. The individual requires real-time access and response capability to the Division's electronic resources while away from their workstation (such as email and their calendar for scheduling of work-related appointments).
  - c. The nature of the work assigned requires the individual to be reasonably available outside of normal office hours or while out of the office for appointments and other activities.
  - d. The request is approved by the Supervisor with application and final approval provide by the Assistant Superintendent Corporate Services/Secretary-Treasurer, [Form 145-1](#).
2. Where an employee regularly uses a Division mobile device for personal use, they shall have deducted from their monthly pay an amount (\$15) to pay for their use, this ensures that the cell phone does not qualify as a taxable benefit.
3. A qualifying employee may purchase/bring and have their cell phone and number added to the Division Cell phone plan, which will be returned once the employee no longer has need of the plan. When this occurs, the employee recognizes that the phone is for Divisional/school work - which may include the addition of specific applications and work-related requirements.
4. Mobile devices supplied by the Division may be subject to periodic audit by Technology Services staff. There should be little expectation of privacy on the part of the employee. If personal communications are of a private matter, the employee should use their own device. When a Division mobile device is used for personal activities, it should be limited in both time and duration.
5. The Division may withdraw permission for any or all business or personal uses of its network or information systems at any time.
6. The Division will determine what cell phones will be purchased for those qualifying for a Divisional Device. Choices will be limited to either an android or an Apple phone and will regularly be versions that are 2+ generations from the newest versions.
7. The Divisional Plan is meant to cover Divisional priorities and needs. Streaming music, videos, social media platforms, or using the device as a "hot spot" requires significant data. Where ever possible users should be connecting to a network when requiring large amounts of data. Those users who are over their data allocation will be reviewed in order to determine if they will be required to pay an additional cost.
8. When an employee with a Divisional device leaves FSD they may purchase the device and maintain the phone number by paying out the remaining cancellation costs. The phone will be wiped of all Divisional information and applications upon an employee's termination.
9. Division cell phone users are responsible for any costs due to damage that results from negligence during personal use. Eg. broken screens, lost phones, water damage, etc. Where possible a replacement phone will be provided while an employee phone is being repaired – access to all features and applications may/may not be available.

## Reimbursement for Personal Devices

1. Employees who use their own private mobile device for frequent Divisional use may make application to have the Division pay a portion of their monthly phone plan. If approved by their Supervisor, as well as the Assistant Superintendent Corporate Services/Secretary-Treasurer, [Form 145-2](#). The amount approved to claim is \$35 monthly.
2. Positions that are funded by initiative dollars or which are temporary in nature or where there is limited need for a mobile device in their capacity as Division employees should receive reimbursement rather than obtain a Divisional device.
3. Employees receiving reimbursement for their using their personal devices for Division business are responsible for setting up their own plans, purchasing their own phones, as well as any maintenance and replacement costs.
4. Where an employee is receiving an allowance, they may be required to add relevant Divisionally required applications (apps) to their phones and use them in their specific roles.
5. If the allowance is no longer required or the employee leaves Division employment, all measures must be taken to remove all business information and/or apps.
6. Employees receiving an allowance are required to fill out a monthly expense claim that is signed and approved by their supervisor and Corporate Services.