Cell Phones

Belief

The Division endorses the use of cell phone technology to support the administrative needs of a school or department.

Guidelines

1. To provide employees with the freedom of choice and personal responsibility for their cell phone plan, the Division has a hybrid cell phone provision model. Employees can choose one of the following two options:

   1.1 A Division provided cell phone with an appropriate plan, or
   1.2 Reimbursement for an employee’s use of a personal cell phone to carry out Division business activities.

2. All employees with a Division provided cell phone or an expense reimbursement are responsible for the management and safekeeping of the information stored on their cell phone, and for ensuring there is adequate security to prevent unauthorized access, collection, use, disclosure, or disposal of the Division’s information. Sensitive and confidential information stored on the employee’s cell phone must be kept at a higher standard due to the risk of theft or misplacement.

3. Employees are eligible for a Division provided cell phone or an expense reimbursement when:

   3.1 They are expected to be away from their work site on a regular basis and require real-time access as a result of the nature of their duties and responsibilities.
   3.2 The nature of their work assignment requires them to be reasonably available outside of normal office hours or while out of their work site for appointments and other activities.

4. Supervisor approval is required prior to receiving a Division provided cell phone or an expense reimbursement.

5. An expense reimbursement will be set at the lesser of the employee’s monthly cell phone mobility plan cost or $50 per month; requests for an exception must be discussed and approved by the Associate Superintendent Business.
6. The theft or loss of a Division provided cell phones must be immediately reported.

7. All security measures adopted for other technology use within the Division applies to cell phone technology.

8. Division provided cell phones are purchased with public funds, are the property of the Division, and must be returned when the cell phone is no longer required for the employee to fulfill their work obligations or they are no longer employed by the Division.

9. When a cell phone is no longer required:
   
   9.1 All personal information is to be deleted prior to the Division provided cell phone being returned.
   
   9.2 All Division information is to be transferred to a secure Division location and deleted from the personal cell phone used to carry out Division business.

Reference: AP 140 Technology Acceptable Use
            AP 418 Employee Expense Reimbursement