

CELL PHONE ACCESS AND USAGE

Background

The Division understands the need for employees to access various forms of communication devices for both internal and external communication needs. For the purposes of this procedure, cell phones are understood to include any device that makes or receives phone calls, leaves messages, sends text messages, accesses the Internet or downloads and allows for the reading of and responding to email, whether the device is division-supplied or personally owned. For the purposes of this Administrative Procedure, the term cell phones will include, but is not limited to, cellular telephones, PDAs, BlackBerries, iPhones, Android or Windows-based handsets, two-way radios and all other forms of portable communication devices.

Appropriate use of division technology and IT infrastructure including cell phones, smart phones and specific devices as listed above are to be appropriately utilized as per *Administrative Procedure 140 Technology Acceptable Use*.

Procedures

1. Access to Division-Supplied Cell Phones
 - 1.1 Cellular phone services are provided to all employees deemed to require them based on demonstrated need and job function or to enhance school division efficiency and provide safety and/or security. This includes but is not limited to senior administration, school administrators, itinerant employees who during the normal course of employment perform their duties away from their assigned workspace and employees who have demonstrated a need to be in contact with their office.
 - 1.2 Approved devices must be capable of cellular telephone and/or wireless email synchronization services using Blackberry Enterprise Server or Microsoft ActiveSync.
 - 1.3 If an employee is approved for a division-supplied cell phone and already owns a personal device on a SaskTel contract, they may transfer the contract, including the phone number, to the division, rather than be issued a device on a new contract. Any costs associated with the transfer will be paid by the employee. Contract cancellation fees of personal phone contracts will not be covered by the division.
 - 1.4 The cellular and data plan will be selected by the Administration Office based on anticipated business usage and charged to the appropriate budget or, if a school administrator, to their respective school-based budget as applicable. Usage will be reported quarterly, and adjustments will be made to contracts as deemed in the best interest of business usage.

2. Use of Division-Supplied Cell Phones

- 2.1 Division-supplied cell phones, like other means of communication, are to be used to support school division business.
- 2.2 Employees may use division-supplied cell phones to communicate with others inside and outside of the division when such communications are related to legitimate school division activities and are within their job assignments or responsibilities.
- 2.3 All communications using division-supplied cell phones – verbal, written or other – must meet professional standards of conduct.
- 2.4 Employees may use division-supplied cell phones for any legitimate safety, security or emergency purposes.
- 2.5 Employees deemed to be using division-supplied cell phones for excessive personal calls will reimburse the division for all applicable charges including air time and long distance.
- 2.6 Employees shall not use division-supplied cell phones for illegal, disruptive, unethical or unprofessional activities, or for personal gain, or for any purpose that would jeopardize the legitimate interests of the Good Spirit School Division.
- 2.7 International roaming charges and the use of data services while travelling outside of Canada will not be paid by the division unless the employee gives prior notification of the travel requirements to the Administration Office. Appropriate changes to the plan for the duration of travel outside of the country will be made.
- 2.8 In the event an employee changes job function which no longer requires the designated use of a cell phone and/or is no longer employed with the division, the Administration Office will, at its discretion, request the device be returned.

3. Employee Costs

- 3.1 Employees with access to division-owned cell phones are responsible for the following costs:
 - 3.1.1 Excessive personal use, based on analysis of the monthly invoice. Personal use must not result in charges that are greater than the basic plan cost per Canada Revenue Agency Taxable Benefits and Allowances Guidelines.
<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/prvdd/cil-eng.html>
 - 3.1.2 Fees for lost devices.
 - 3.1.3 Willful damage.

- 3.1.4 Roaming charges (voice or data) when no prior notification has been given to the Administration Office.
- 3.1.5 Fees associated with a device upgrade where early termination of the individual contract is required.
- 3.1.6 If an individual is interested in cell phone plan upgrades that are not deemed required for work purposes, they may make application to the Administration Office. If approved, the employee is responsible to reimburse the division all costs related to the addition of the upgrade as well as all costs going forward in relation to the upgrade.

4. Security, Privacy and Access

- 4.1 The division will routinely monitor individual employees' division-owned cell phone statements and take reasonable precautions to prevent possible misuse of cell phones.
- 4.2 Employees need to be aware of the fact that division-owned cell phone statements or summaries are public documents.
- 4.3 To ensure security of division-owned devices, security policies will be applied to the device by Technology Services to:
 - 4.3.1 Require an unlock password.
 - 4.3.2 Enable remote "wipe" of the device.
 - 4.3.3 Enable local "wipe" after 10 failed unlock attempts.

Note: The division will not be responsible for data lost resulting from a remote or local wipe.

5. Use of Personal Cell Phones

- 5.1 A monthly cell phone allowance will be available for staff members who use their personal cell in the performance of their assigned duties and responsibilities. This includes but is not limited to senior administration, school administrators, itinerant employees who during the normal course of employment perform their duties away from their assigned workspace and employees who have demonstrated a need to be in contact with their office.
 - 5.1.1 A cell phone allowance up to a maximum of \$25.00 per month may be claimed over the course of a one year period. It must be applied for and approved on an annual basis; see Form 142-1 *Cell Phone Allowance*.
 - 5.1.2 All staff being paid a cell phone allowance agree that their personal cell number will be provided and used for school division business.

- 5.2 The use of personal cell phones for business purposes should be limited to necessity.
- 5.3 The use of personal cell phones for personal reasons during work hours is discouraged and should be limited to matters requiring immediate attention and shall be conducted in a professional manner.
- 5.4 All communications using personal cell phones during work hours, or conducted on school division property or while on Good Spirit business – verbal, written or other – must meet professional standards of conduct.
- 5.5 Employees may use personal cell phones during work hours for any legitimate safety, security or emergency purposes.
- 5.6 Employees shall not use personal cell phones during work hours, on school division property or while on Good Spirit School Division business for illegal, disruptive, unethical or unprofessional activities, or for personal gain, or for any purpose that would jeopardize the legitimate interests of Good Spirit School Division.
- 5.7 The Good Spirit School Division is not liable for the loss of personal cell phones or portable communications devices brought into the work place.

6. General Use

- 6.1 Cell phones can be a distraction in the workplace. To ensure the effectiveness of meetings, employees are asked to turn their phone off, or at a minimum to 'vibrate' mode.
- 6.2 Cell phones are allowed to be used as an instructional tool as part of the classroom environment (for example, pictures/videos to be used in a subsequent instructional lesson).
- 6.3 Employees are encouraged to use land-line phones when they are available.
- 6.4 Employees should be aware that cell phone conversations are not secure and can on occasion be picked up on radio receivers. Employees should use discretion in discussing highly sensitive or confidential matters.
- 6.5 No employee may use another employee's cell phone without that person's permission.

7. Use of Cell Phones While Driving

- 7.1 As per The Traffic Safety Act, it is illegal for Saskatchewan drivers to talk on cellular telephones or communicate using other hand-held electronic devices while driving. Employees must be aware of and follow all current legislation and regulations regarding the use of cell phones while operating a motor vehicle.

- 7.2 Employees are encouraged to check and return calls at safe opportunities (during a rest stop, before leaving, upon arrival) as employees are required to exercise due diligence while operating a motor vehicle on school division business.
- 7.3 Employees are solely responsible for any fines and/or charges laid by the authorities for illegal use of a cell phone while operating a vehicle in the course of their employment. Employees who choose to violate the procedure may face disciplinary measures.

8. Bus Drivers

- 8.1 Bus drivers are required to carry a cell phone while transporting students.
- 8.2 If a bus driver does not own a personal cell phone one will be provided for this purpose.

Reference: Section 85, 87, 109, Education Act
Section 241.1 Traffic Safety Act
Canada Revenue Agency Taxable Benefits and Allowances Guidelines
AP 140 Acceptable Technology Use
Form 142-1 Cell Phone Allowance

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