

## DIVISION CELL PHONE ASSIGNMENT AND ALLOWANCES

### Background

The Division endorses the use of cell phone technology to support the administrative needs of a school or department. The provisions found in Administrative Procedure 140 Acceptable Use of Technology applies to this procedure.

This administrative procedure applies to all staff in receipt of a division cell phone assignment 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 the Division owned or staff cell phone must be kept to a higher standard due to the higher risk of equipment theft.

### Procedures

1. An employee's current cell phone number can be brought into the Division Cell phone plan and can be returned once the employee has been released from the plan.
2. All password protection mechanisms available on portable technology must be activated and utilized consistently. Cell phones must be immediately reported as missing or stolen.
3. Any information that is no longer required on portable technology is to be transferred immediately to a more secure electronic storage.
4. All security measures adopted for other technology use within the Division applies to cell phone technology.
5. As the cellphones are purchased with public funds by the Division they are the property of the Division and must be returned when the cell phone is no longer required.
6. Division cell phone users are responsible for any excessive charges for cell phone use: voice, data or texting. When using the cellular phone outside of Canada, it is expected that Division cell phone users will confirm regular rates with Financial Services, prior to leaving Canada, and add a foreign cellular plan to the phone to avoid excessive charges while away.
7. If the cell phone is no longer required, all personal information is to be deleted from the device and then returned to the IT department for reassignment.
8. Allowance is the lesser of the employee's monthly mobility plan cost or \$50 per month.
9. If the allowance is no longer required or the employee leaves the Division employ all measures must be taken to remove all business information and transfer it to a more secure electronic storage.
10. Depending on the request Forms 142-1 or 142-2 must be completely filled out and approved by an Administrator before sending into Central Office.

Reference: STAR Administrative Procedure 140  
Section 60, 61, 113, School Act  
Freedom of Information and Protection of Privacy Act  
Canadian Charter of Rights and Freedoms  
Canadian Criminal Code  
Copyright Act  
A.T.A. Code of Professional Conduct