

Policy Information	
Policy No:	AD-IT-6.01
Approved by:	Executive Committee
Approval Date:	December 11, 2013
Executive Responsible:	VP Finance and Administration
Administrator Responsible:	Chief Information Officer
Date of Next Review:	December 2018

## USE OF MOBILE COMMUNICATION DEVICES FOR BUSINESS PURPOSES

### Policy Statement

The College recognizes that certain job functions require the use of a mobile communication device such as a cell phone or smartphone to conduct official business. This policy provides guidelines regarding the use of these devices for business purposes and the methods available to accomplish this purpose.

### Scope / Limits

This policy applies to employees of the College of New Caledonia.

### Principles/Guidelines

When the job duties of an employee require the frequent use of a mobile device to conduct College business, the College may provide the employee with access to a device using either of the following methods:

#### College provided device

The College provides a cell phone, smartphone, or similar mobile device to eligible employees when the device is required to conduct College business.

#### Allowance

If the employee wishes to use his/her own device for College purposes, and the Department approves, the employee may receive a monthly allowance to reimburse the cost of an appropriate data or cell phone plan which is required to facilitate work outside the office or office hours.

The device will be acquired by the employee and the employee must retain an active cell phone or data contract for as long as the allowance is in place. The IT Helpdesk will assist the user with initial connectivity and back end operational questions.

The amount of the allowance will be determined at the Department level and should be appropriate for the required business needs. The allowance will not exceed the standard monthly cost of the equivalent College plans. The Department should contact IT Services for the current standard monthly cost. The employee may, at his or her own expense, add extra services or equipment features as desired.

### **Infrequent use of personal phone**

If infrequent business calls are made by an employee who does not receive an allowance or have use of a College provided device, departmental approval can be given to reimburse the employee for business calls or data usage that exceed personal plan costs. Appropriate documentation, such as a copy of the personal plan billing statement and the stated business purpose of the call, are required to support the reimbursement.

### **Eligible positions**

The following types of positions may require frequent use of a mobile communication device and be eligible for either the monthly allowance or a College provided device:

- The employee is required to spend considerable time away from the assigned office or work area and a device is required for communication related to the job function.
- The employee is required to be accessible outside of scheduled or normal working hours.
- The employee is designated as a “first responder” to emergencies on campus.

An employee who occasionally requires a cell phone for business purposes is not eligible for a phone or allowance but may submit a record of these expenses for reimbursement.

### **User Responsibilities**

Data and Information contained on devices covered by this policy are subject to all relevant data maintenance and protection laws as well as all College policies pertaining to data security, acceptable computing use, and email.

Employees who are issued with a College owned device or who receive a monthly allowance must comply with these requirements. Employees should be aware the all email, text, or phone messages and all data on the device may be subject to freedom of information requests in accordance with the Freedom of Information and Protection of Privacy Act

Any device that has data capabilities must be secured based on current security standards including password protection and encryption. Users must take appropriate precautions to

prevent others from obtaining access to their mobile device and should not share passwords, PINS or other credentials.

If a device with data capabilities is stolen or missing, it must be reported to the employee's supervisor, the wireless device service provider, and to IT Services as soon as possible so the account can be de-activated. In some situations the device will be remotely wiped of all data.

Employees are required to delete all College data from their personal devices when their employment with the College is severed, except when required to maintain that data in compliance with litigation hold notice. College owned devices must be returned to the College when the employment ends or if the employee transfers to a position that does not require a mobile device.

### **Definitions**

**Mobile Device:** This refers to any mobile phone, smartphone, or media tablet.

### **Other Related Policies, Documents and Websites**

Cheque requisition for cell phone allowance form

### **Policy Amendment Log**

<b>Amendment Number:</b>	<b>Date:</b>
0	December 11 <sup>th</sup> , 2013
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