



# PROCEDURE

HR122

## Cell Phones/Mobile Devices

Board Received: May 31, 2021

Review Date: June 2025

### Accountability

1. Frequency of Reports – As needed
2. Criteria for Success – Process adheres to Board procedure.

The Grand Erie District School Board recognizes that some positions and job functions require the employee to be accessible to the Board at all times or the employee's position requires a cell phone to more effectively perform the duties of their position. Where warranted, Grand Erie will make the appropriate device available to the employees under terms and conditions set out in this procedure.

### Procedures

1. At the discretion of the Director or the Superintendent responsible for the portfolio, the following groups qualify for a cell phone:
  - a. Senior Administration
  - b. Principals
  - c. Vice-Principals
  - d. Principal Leaders
  - e. Program Coordinators
  - f. Managers
  - g. Information Technology Services staff
  - h. Facility Services staff
  - i. Trustees (excluding Student Trustees) (Effective November 15, 2022)
  - j. Others at the discretion of the Superintendent and/or Director
2. All Cell Phone devices must be ordered through the Cell Phone administrator or designate and authorized by the employee's supervisor and the Director or their superintendent.
3. Cell Phones are purchased based on the need of the required job function and not employee preference. The Director or Superintendents will only approve deviations from the plan if it is a job requirement.
4. The board will not be responsible for reimbursing staff cancellation fees for a personal cell phone plan that the employee deems no longer necessary due to obtaining a board cell phone.
5. Devices will be ordered by Purchasing Services when the following, completed and signed, forms (found on the portal) are received from the employee (Trustees are not required to complete this form):
  - a. Approval to Acquire Technology Form
  - b. Payroll Deduction Authorization & Acknowledgement of Responsibility Form
6. All mobile communications devices acquired through Grand Erie remain the property of Grand Erie and will be enrolled and managed by Grand Erie's Mobile Device Management system. The cell phones provided in schools for the use of facilities operations/custodial staff are to be kept at the school or Board location and are NOT for personal use.

7. Employees, or Trustees, who have been approved for a Board owned cell phone are required to reimburse the Board by way of a monthly payroll deduction for personal use of the device. All users must complete the "Authorization for Payroll Deductions & Acknowledgement of Responsibility Form". The monthly rate charged to employees will be reviewed annually by the Superintendent of Business and will vary depending on the device used. Employees, or Trustees, who never use their cell phones for personal use may be exempt from the payroll deduction by signing a declaration indicating the cell phone will only be used while performing job duties.
8. It is expected that expenses incurred by employees for personal use are reasonable and do not exceed the charges paid through payroll deductions. Employees will be invoiced for the difference where regular monthly charges exceed the predetermined payroll deduction amount on a regular basis. Unacceptable extra charges would include but are not limited to charges for ring tone downloads, non-business-related web-browsing or roaming charges while on vacation. These costs will be the responsibility of the employee.
9. Employees who may incur higher personal long-distance expenses may choose to increase their personal payroll deductions to cover long distance plans that are available from Grand Erie's contract with vendors. The plan options and costs can be found on the Portal. Plan changes will not be made until the Payroll Deductions & Acknowledgment of Responsibility form is completed to indicate the employee's authorization to increase deductions to cover the extra plan expenses for long distance.
10. Cell phone use outside of Canada is permitted. Board staff who wish to use their device outside Canada and request a roaming package will have the cost of the package automatically deducted from the next payroll for the employee. Board staff who do not enroll in a roaming package will be fully responsible for all costs for service outside Canada. If circumstances arise that the cell phone is required outside of Canada by an employee who is not the Director or Superintendent, the employee's supervisor will seek approval for the appropriate roaming package enrolment fee from the Superintendent of Business.
11. The Board will not be responsible for unacceptable extra charges (see item 8) or for costs incurred by an employee who does not follow Board procedures when acquiring and using a cell phone. Such costs incurred by the employee that are excessive and not consistent with Board procedure will be reimbursed by the employee.
12. Not understanding the Board monthly cell plan and/or functionality of the cell phone could result in significant expenses. Costs resulting from misuse or misunderstandings may become the employee's responsibility and require reimbursement to the Board. Employees are to ensure they understand Grand Erie procedures for Cell Phones and confirm that they have read and understand this procedure (HR122) when they sign off the Payroll Deductions & Acknowledgment of Responsibility form.
13. Invoices received from the cell phone provider will be reviewed monthly by Business Services to ensure Board procedures are followed and to ensure business and personal costs are reasonable and/or consistent with the employee's declaration as indicated on the "Payroll Deduction Authorization & Acknowledgement Form". Notice of any infractions of this procedure will be forwarded to the employee's Supervisor and the individual will be invoiced for any unacceptable charges.

14. New cell phone devices are to be purchased only when the contract term is completed or if the employee requires an upgrade due to job function and responsibility as determined by their supervisor.
15. Safe driving is a priority. Employees are prohibited from using wireless communication or electronic devices of any type while driving a vehicle for the purpose of conducting Board business. This would include, but not be limited to, cell phones and two-way radios. Employees may use a hands-free device (such as a Bluetooth device) while operating a motor vehicle only to activate or deactivate a "hands-free" function, and only if the device is mounted or secured. (Actions like dialing, texting, scrolling and performing video calls are prohibited.) Employees may use a hand-held device only when they have safely pulled off the traveled part of a road and stopped. Employees who do not comply with this policy will be engaging in prohibited conduct for which they may be personally liable, should damages result from their misconduct. In addition, failure to comply with the above requirements may result in disciplinary action. Only job functions requiring a high level of travel between locations will be considered for approval to purchase hands free accessories at board expense as determined by their supervisor.
16. Abuse of Board cell phones procedure will result in the device being recalled and/or disciplinary action as appropriate.
17. Upon the termination of employment or changing roles to a job function that is not approved for cell phone or, the cell phone equipment must be returned to the employee's supervisor no later than the final day of work. The supervisor will return the device to IT Services or designate.
18. Lost or stolen cell phones must be reported immediately to the Supervisor of Purchasing and IT Services or designate to cancel the service. The contact information can be found on the Portal. An email should be forwarded to IT Services support to notify them of the lost or stolen phone. All costs incurred due to lost/stolen or damaged cell phones due to negligence are the responsibility of the employee.
19. Cell phones are owned by Grand Erie. The Board utilizes the Air Watch software to assist in the mobile device management (MDM) of all Board cellular devices. The Board reserves the right to manage enterprise file/apps, restrict applications/settings, remotely lock the device/wipe the device and manage cell profiles. The Board is not responsible for loss of personal data.

**Related Resources:**

SO27 - Acceptable Use of Information Technology