

Administrative Procedure 117 CELL PHONES

Some employees of East Central Alberta Catholic School Division require a cell phone to conduct Division business.

PROCEDURES

1. Senior administration, school administrators and other employees who are required to perform some of their duties away from their assigned workspace may receive a cell phones. There are two options:
 - 1.1 The Division will provide an adequate Smartphone and a hands-free device if required and the Division will provide the lowest appropriate monthly talk plan and data plan.
 - 1.2 The employee may choose to use his/her own personal cell phone and will be reimbursed up to the comparable monthly usage plan that the Division would have paid otherwise.
2. Division-supplied cell phones are to be used to support school division business and may not be used to negatively affect the legitimate interests of the Division.
 - 2.1 Communications, whether verbal, written or other, must be related to legitimate school division activities, job assignments or responsibilities and meet professional standards of conduct.
 - 2.2 Division-supplied cell phones may be used for any legitimate safety, security or emergency purpose.
3. The corporate plan will include long distance data usage, web browsing, email and instant messaging. Text messaging is not included in the paid plan and employees will be required to pay for personal texts and any personal minutes that exceed the plan provided.
4. Personal cell phones used for business purposes will be reimbursed as per clause 1.2. Any communications while using personal cell phones during work hours or while on school division property, whether verbal, written or other, must meet professional standards of conduct.
5. The Division will not pay for the costs of the personal phone device.
6. To ensure the effectiveness of meetings, employees are asked to turn off their cell phones.
7. To limit costs, employees are encouraged to use land-line phones when they are available.
8. Since cell phone conversations can be picked up on radio receivers, employees are reminded to use discretion in discussing sensitive or confidential matters while conversing by cell phone.

9. Employees are prohibited from using a cell phone while driving during Division business unless a hands-free device such as a speakerphone/earpiece is used. Should an employee need to use a cell phone while driving without having a hands-free device, she/he should locate a lawfully designated area to park and make a call, text or email.
10. At all times, employees should comply with federal and provincial legislation and municipal bylaws.
11. Division owned cell phone statements and text summaries are considered public documents and are reviewed and retained by the Division.
12. All cell phones used for division business must be password protected and locked when not in use.
13. Information stored on the phones, as well as any Division's business information stored on personal phones is considered intellectual property of the Division. Therefore, due diligence is required to maintain privacy of information, avoidance of theft, loss, and/or misuse. If in the event that any of those situations occur:
 - 13.1 Division-supplied: Employees shall inform Central Office immediately of loss/theft/misuse/breach of privacy to allow Central Office to lock the device.
 - 13.2 Personal: Employees shall inform Central Office immediately of loss/theft/misuse/breach of privacy and then is personally responsible for locking the device and notifying Central Office of security measures taken.

Reviewed/Revised: October 2010, November 2012, March 2014