

Topic:	Board Assigned Mobile Cellular Devices
Effective:	Immediately
Cross-Reference:	Distracted Driver Law Acceptable Use of Computer and Information Technology Protecting Board-owned Mobile Devices
Review/Revision Date:	December 2013
Responsibility:	Chief Information Officer Superintendent of Business

INTENDED PURPOSE:

The Halton District School Board recognizes the need to provide employees with Mobile Cellular Devices and services that act as a telephone and may provide email, texting, web access and other services. This Administrative Procedure sets out eligibility, acquisition and use of these devices.

PROCEDURES:

A Board Assigned Mobile Cellular Device (BAMCD) may be a cell phone, smart phone or other approved device. These devices are board provided and assigned to staff.

Eligibility

1. Employees automatically eligible for BAMCD include:
 - a. All Superintendents and the Director
 - b. School-based Principals and school-based Vice Principals
 - c. System Principals
 - d. Trustees
 - e. Facility Caretakers, Supervisors
 - f. Managers
 - g. Itinerant I.T technicians
 - h. Other groups as added by the Chief Information Officer.
2. Staff is grandfathered until their current contract expires OR they change positions.
3. Any staff with a BAMCD may only renew their BAMCD if they are eligible.
4. Eligibility is driven by the need for those staff to have a BAMCD. This criteria includes:
 - a. The employee is essential in resolving critical and time sensitive issues OR
 - b. Productivity needs of the employee outweigh the cost of the device
5. All other eligibility must be approved by the employee's supervisor and the Chief Information Officer.

Acquisition

6. Only Board authorized devices and services may be used.
7. An account number MUST be provided to charge all future additional costs.
8. Devices may not be acquired through school generated or school council funds.
9. Upon receipt, Employees (other than Trustees) MUST sign the "Board Assigned Mobile Cellular Device Agreement" in order to receive a Mobile Cellular Device.
10. Upgrades are only allowed with approval of the Chief Information Officer.

Use

11. Employees must obey local, provincial and federal laws that govern the device's use, including, but not limited to the Criminal Code and Highway Traffic Act, both during business and personal use.
12. Employee use must obey the Board's Acceptable Use of Computer and Information Technology protocol and all other Board policies and procedures.
13. Employees acknowledge that the Board retains the right to conduct electronic searches of BAMCDs without notice and consent to ensure compliance with the Board's Acceptable Use of Computer and Information Technology protocol.
14. Where possible, all BAMCD MUST be password protected. See Blackberry User Conference.
15. The employee is responsible for all additional costs related to personal use, and shall be charged for such use on a regular basis.
16. Employees may loan their BAMCD to fellow staff. However, the employee who is assigned the device must ensure they protect the information found within those devices. As well, the employee who is assigned the device is responsible for all additional costs related to personal use of that device.
17. If the BAMCD is lost or stolen, it must be immediately reported to their supervisor as well as the Chief Information Officer.

**Halton District School Board
Board Assigned Mobile Cellular Device Agreement
September 2011**

This form outlines the responsibilities I have using an assigned Mobile Cellular Device. My signature indicates that I have read and understand these responsibilities and I agree to adhere to the policies and procedures established for the program. I understand that failure to comply may result in the device being recalled and/or disciplinary action.

1. The Personal Mobile Cellular Device is intended to facilitate my work as employee of the Halton District School Board. The Personal Mobile Cellular Device is to be used only as authorized within Board policy and as outlined in the "Board Assigned Mobile Cellular Devices Procedure (BAMCD)", Acceptable Use of Computer and Information Technology protocol and all other Board policies and procedures.
2. I will comply with local, provincial and federal laws while using my BAMCD, including, but not limited to the *Criminal Code*, and *Highway Traffic Act* (provisions restricting the use of handheld devices).
3. I understand the BAMCD must be surrendered upon termination of employment, whether for retirement, voluntary separation, resignation, or dismissal or if I take a leave of absence from the Board. I may also be requested to surrender the BAMCD for reasons not related to my own personal situation, such as reorganization. I agree to surrender my BAMCD at any time when requested to do so. I acknowledge that I may be requested to surrender my BAMCD in order that the Board may conduct a search to determine my compliance with the BAMCD Procedure, Acceptable Use of Computer and Information Technology protocol and all other Board policies and procedures.
4. Where possible, I will properly safeguard my BAMCD with a Password. If the BAMCD is lost or stolen, I will immediately report this loss to my Supervisor and Chief Information Officer.
5. I may use the device for reasonable personal use but I am responsible for any additional costs associated with that use and acknowledge that I shall reimburse all costs related to my personal use to be paid by me in a timely manner. I acknowledge that failure to pay for costs related to my personal use in a timely manner may render my privilege of using the device for personal use null and void.
6. When asked, I will review the use of my BAMCD charges and reimburse the Board for personal use.
7. I am responsible for personal use of my BAMCD. These may include:
 - a. any roaming charges that are not business related. I understand that using my BAMCD for personal use while out of the country may have unusually high additional costs. When traveling internationally, I will acquire a travel plan for their device OR leave the device at home/work.
 - b. Long Distance
 - c. Other services that have additional charges such as but not limited to directory assistance (411), 976, short codes messages and texting pictures.
8. I may reimburse the board on a semi-annual basis or once a total \$20 threshold is achieved, rather than monthly in March and in September.
9. I am aware the charges associated with my BAMCD will be charged to my allotted budget.
10. I understand that all charges will be billed directly and paid directly by the Board. I understand my provider may not receive payment from me.
11. I will avoid the use of fee services (for business use) as outlined in 7c above.

Employee Name: _____ Location: _____
(please print)

Employee Signature: _____ Date: _____