

Topic:	Board-Assigned Mobile Cellular Devices
Effective:	May 2010
Cross-Reference:	<u>Distracted Driver Law</u> ; Responsible Use Procedure for ICT, Protecting Board Owned Mobile Devices, Board Assigned Mobile Devices
Revision Date:	March 2018, April 2022
Review/Revision Date:	April 2025
Responsibility:	Superintendent of Business; Superintendent of Education (Information Services)

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, smartphone or other approved device. These devices are Board-provided and assigned to staff.

Eligibility

1. Employees eligible for BAMCD may include:
 - a. Superintendents, Executive Officers and the Director
 - b. Principals and Vice Principals
 - c. Trustees
 - d. Facility Caretakers, Supervisors
 - e. Managers
 - f. Itinerant IT technicians
 - g. Employee Relations and Workplace Investigations Officer
 - h. Safe School Social Workers
 - i. Other groups/employees as added by a Superintendent/Executive 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 Superintendent of Education (Information Services).

Acquisition

1. Only Board authorized devices and services may be used.
2. An account number MUST be provided to charge all future additional costs.
3. Devices may not be acquired through school generated or school council funds.

4. Upon receipt, employees (other than Trustees) MUST sign the “Board Assigned Mobile Cellular Device Agreement” in order to receive a mobile cellular service.
5. Upgrade options are approved by the Superintendent of Education (Information Technology). These will include which models and features are available as upgrades.

Use

1. Employees are expected to 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.
2. Employee use must obey the Board’s Acceptable Use of Computer and Information Technology protocol and all other Board policies and procedures.
3. Employees acknowledge 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.
4. All BAMCD MUST be password protected.
5. The employee is responsible for all additional costs related to personal use, and shall be charged for such use on a regular basis. Employees assigned a device will receive an email from Business Services indicating the total amount to be reimbursed. Payment is due upon receipt and must be paid through School Cash Online.
6. Travel outside of Canada - The employee is responsible to provide details of travel outside of Canada prior to departure on MyHDSB.
7. If at any time, the employee is required to use their Board-Assigned Mobile to conduct Board Business while travelling outside Canada, they must obtain pre-approval from their Superintendent.
8. If the Board assigns a mobile device to a school, it is the responsibility of the principal. The school is responsible for all additional costs related to personal use of that device.
9. If the BAMCD is lost or stolen, it must be immediately reported to their supervisor and staff that support BAMCD (Analyst - Network Telecommunications 905-335-3663 ext. 3301).

Appendix A**HDSB Board Assigned Mobile Cellular Device Agreement**

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 Board-Assigned Mobile Cellular Device ("BAMCD") is intended to facilitate my work as employee of the Halton District School Board. The BAMCD is to be used only as authorized within Board policy and as outlined in the "Board Assigned Mobile Cellular Devices Procedure", 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). In addition, staff with a BAMCD, shall read and follow the manufacturer's product safety guidelines, warnings and suggestions for use.
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. 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 Superintendent of Education (Information Technology).
5. I may use the device for reasonable personal use but I am responsible for any additional costs associated with that use I acknowledge that I shall reimburse all costs related to my personal use as notified to me by the Board, I acknowledge that failure to pay for costs related to my personal use may render my privilege of using the device for personal use null and void.
6. I am responsible for personal use charges incurred on my BAMCD. These may include:
 - a. Any out of country roaming charges that are not business-related. Since Travel Plan Services change based on availability from the Board's carrier, it is the employee's responsibility to visit the Board's website to stay informed about current services.
 - b. Long Distance calls.
 - c. Other services that have additional charges such as but not limited to data tethering, directory assistance (411), 976, short codes messages, fees associated with 1-800/1-877/1-866 calls, Airplanes, Cruise Ships.I will pay personal amounts due upon receipt of notification from the Board (using School Cash Online). I am aware that all Business use charges associated with my BAMCD will be charged to my department's allotted budget.
7. 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.
8. I will avoid the use of fee services (for business use) as outlined in 6c above.

Employee Name (please print): _____ Location: _____

Employee Signature: _____ Date: _____