Policy Name	**MOBILE COMMUNICATIONS DEVICE USAGE**		
Policy #	**802**	Category	INFORMATION MANAGEMENT
Steward	Director, Technology & Security	Date Approved	July 1, 2023
Next Review Date		Date Reviewed or Revised	November 10, 2026

POLICY

The purpose of this policy is to provide a consistent framework for the provision, possession, and appropriate use of MCDs (Mobile Communications Devices) for work.

PRINCIPLES

With respect to mobile communications devices, the College is committed to the following:

1. Assisting employees in communicating effectively with other employees and external clients/vendors/partners.
2. The right to privacy, but not absolute privacy of files, data and electronic mail.
3. The integrity and performance of the infrastructure and guidelines required to protect the College's data, applications, computing systems, and technology.
4. In addition to the items in this policy, all College owned mobile communications devices as well as those accessing College services must abide by the security standards outlined in the Acceptable Use of Technology Policy.

SCOPE

This policy applies to all employees whose position has been approved as a Mobile Device Required Position for business purposes. It applies to both College provided mobile devices and personal devices used under the approved personal device option.

DEFINITIONS

Mobile Communication Device

Constitutes any phone or tablet with network communication capabilities. A mobile communications device also includes any device capable of providing cellular network connectivity be it standalone or as a proxy to other devices.

PROCEDURES

1. **Eligibility Requirements**

   Out-of-scope managers may approve a position as a Mobile Device Required Position where the job function requires a mobile device to perform its duties.
   Criteria must include one or more:

   - substantial business travel or frequent absence from the employee's primary work location (on or off campus)
   - responsibilities that require access to College digital content or constant availability to communicate with the College or its clients
   - provide significant support to College operations, including emergency response coordination, outside of normal College hours
   - the position is permanent (employee could be filling it temporarily)
   - sufficient funds are available within the program area's budget to cover the ongoing monthly mobile device costs & phone purchase for company provided devices. (If the College is providing the device, the department must commit to funding the monthly service costs for the full term of the cellular service agreement, which is typically 36 months.)

2. **Employee Device Options**

   An employee occupying an approved Mobile Device Required Position may select one of the following options, subject to the requirements of this policy.

   Option A: College-Provided Device

   - The College provides and maintains the mobile device and service plan.
   - The device remains the property of the College.
   - The employee must comply with the Acceptable Use of Technology Policy.
   - The phone may be used for personal use with no monthly reimbursement required. However, the employee is responsible for any additional cost above the basic plan. IE international roaming, etc.

   Option B: Personal Device

   - The employee uses their personal mobile device for approved business purposes.
   - The employee is responsible for purchasing, maintaining, and replacing the device.
   - The phone must be a current-generation device that is actively supported by the manufacturer and eligible to receive regular security updates and patches.
   - The employee must comply with the Acceptable Use of Technology Policy and Access to Information and Privacy Policy.
   - The employee will receive a taxable monthly cellphone allowance of $50.00 paid via payroll.

- Positions designated as safety, security, or emergency response positions may be required to use a College-provided device (Option A).

NOTE: Where a College-provided device and cellular service agreement assigned to a Mobile Device Required Position remains under contract, an incoming employee in that position will be issued the existing College-provided device (Option A) for the remainder of the agreement term. The employee may elect the personal device option (Option B) at the end of the agreement term.

3. College Provided Device Requirements

College-provided mobile devices remain the property of the College and must be used in accordance with the Acceptable Use of Technology Policy and applicable security requirements.

Employees must take reasonable precautions to protect College-provided devices against loss, theft, damage, and unauthorized access.

Reasonable personal use of a College-provided device is permitted provided the use:

- does not interfere with the employee's employment responsibilities;
- complies with applicable College policies;
- does not compromise the security of College information or systems; and
- does not result in additional cost to the College.

Employees are responsible for additional charges resulting from personal use that fall outside the cellular service plan.

4. Personal Device Requirements

Employees who select the personal device option are responsible for the purchase, cellular service plan, maintenance, repair, replacement and general operating costs associated with the device.

The College is not responsible for the loss of, damage to, repair of, or replacement of an employee’s personal device.

Personal devices used to access College systems or information must meet security and technical requirements established by Information Technology. Employees may be required to install College-approved applications or security controls as a condition of accessing College systems.

College information accessed, transmitted, or stored using a personal device remains subject to applicable College privacy, records management, acceptable use, and information security requirements.

Employees are responsible for taking reasonable precautions to prevent unauthorized access to College systems and information through their personal device.

The College reserves the right to remove or disable access to College systems.

5. Requisition and Return

All mobile devices will be ordered through the IT department, upon receiving the completed Mobile Communication Device form. The provided hardware model is at the discretion of the Information Technology Department in accordance with device capabilities regarding security, support, and management.

The monthly plan will be based upon the currently available Government of Saskatchewan Cellular Rate plan with temporary accommodation made for business related international travel.

College-provided devices must be returned to Information Technology upon departure from the College or a change in eligibility, unless purchased in accordance with Section 9.

6. Leaves, Position Changes & Change to Eligibility

Eligibility for a College-provided device or personal device allowance is based on the operational requirements of the position.

The College may suspend the personal device allowance or require the return of a College-provided device during an extended leave of absence, break in employment, or other period during which the employee is not expected to perform the duties that require mobile communication.

Eligibility will cease when an employee:

- permanently transfers to a position that is not designated as a Mobile Device Required Position;
- leaves College employment;
- no longer requires a mobile device as a result of a change to the duties or operational requirements of the position; or
- otherwise ceases to meet the requirements of this policy.

Employees and managers are responsible for notifying the appropriate College departments of changes that may affect eligibility.

7. Intervention

In accordance with the Acceptable Usage of Technology Policy the College reserves the right to disconnect or disable College provided devices without prior notification where situations deem quick actions necessary.

8. Device Damage, Loss, or Theft

A lost, stolen, damaged or compromised device must be reported immediately to the Information Technology department.

Information Technology may take appropriate action to protect College systems and information, including:

- disabling access to College systems;
- locking a College-provided device;
- remotely removing College information or access where technically available; or
- taking other reasonable security measures.

Where a College-provided device is damaged, lost, or requires replacement, all repair or replacement costs will be charged back to the department, with replacement at the discretion of the department's out-of-scope manager.

Employees selecting the personal device option are responsible for loss of, damage to, repair of, and replacement of their personal device.

9. Number Transfer

All mobile numbers associated with College-provided devices and service plans are the property of Suncrest College. An employee leaving the College may request a transfer of ownership of their assigned College number to a personal plan. Transfer of ownership is not an entitlement and may be approved or denied at the sole discretion of the Director, Technology and Security. In making this determination, the College may consider operational requirements, the nature of the position, whether the number is published or widely used as a College point of contact, and any outstanding contractual obligations. Where a transfer is approved, the College number will be transferred to the outgoing employee, and the position will be assigned a new number with all other functionalities and rates kept intact.

Mobile numbers assigned to positions with safety, security, or emergency response responsibilities remain the property of Suncrest College and are not eligible for transfer of ownership. These numbers stay with the position and will be reassigned to the incoming or designated employee, as determined by the Director, Technology and Security.

Employees who leave the College may be eligible to purchase their assigned mobile device by paying any remaining device balance or contractual obligation, subject to approval by the Director, Technology and Security. Before ownership is transferred, Information Technology will remove all College data, accounts, applications, security controls, and

management tools as required. This process may require the device to be reset and may alter its current configuration or functionality.

10. **Use While Driving**
    Safe driving is a priority. Individuals must follow the items outlined under the "Device use while drive" section of the Acceptable Use of Technology Policy.

11. **Penalties**
    Non-compliance with this policy could result in the device being recalled and/or disciplinary action up to and including termination.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

Regional Colleges Collective Bargaining Agreement

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

- 801 Acceptable Usage of Technology Policy
- 722 Access to Information and Privacy Policy
- Mobile Communications Device Form