



Policy Name	MOBILE COMMUNICATIONS DEVICE USAGE		
Policy #	802	Category	INFORMATION MANAGMENT
Steward	Manager, Technology & Security	Date Approved	July 1, 2023
Next Review Date		Date Reviewed or Revised	

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, 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 eligible employees who are provided a mobile device.

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

At the discretion of the out-of-scope supervisor, a mobile device will be provided to eligible employees whose job function and responsibilities require a mobile device to adequately perform their duties. Eligible responsibilities may include but are not limited to:

- substantial business travel or frequent absence from the office (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.

2. Use of Personally Owned Mobile Communications Devices

For those positions not deemed eligible for College provided devices or for those individuals who would prefer to use their personal device (where requirements of their position allow for it) the use of personally owned mobile communications devices to access College services is allowed as long as they conform to the security and management requirements outlined in the Acceptable Use of Technology policy.

All charges incurred from the use of personally owned mobile communications devices are the responsibility of the owner unless exceptional circumstances occur. If exceptions become normalized a College owned device should be supplied to the individual.

3. Device Type, Ownership, and Usage Guidelines

A mobile device can be a phone, tablet, or other technology provided by the College. All devices are the property of the College and must be returned prior to an employee's departure from the College and at the end of a contract term.

The College recognizes the college owned device may be used for personal reasons however the employee is expected to always use their device in an ethical manner and adhere to the company's Acceptable Usage of Technology policy. The company defines acceptable business use as activities that directly or indirectly support the business of the college.

4. Device 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.

If there is a break in service in an employee's contract (e.g., not employed during the summer, etc.), the employee will turn in their mobile device to their supervisor prior to the break in service.

5. Intervention

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

6. Device Damage, Loss, or Theft

Lost, stolen, or damaged mobile devices must be reported immediately to the IT department. In cases where the device has been lost an attempt can be made to locate it. If location cannot be determined the device will be locked. In cases where theft has occurred the device will be locked, wiped, and marked as stolen.

In cases where significant damage occurs all costs relating to the repair or replacement of the device will be charged back to the department with redeployment at the discretion of the department's out-of-scope supervisor.

7. Personal Use

Individuals who have an approved mobile device are required to reimburse the College by way of a monthly payroll deduction for personal use of the device. All users must complete the Mobile Communication Device Form. The monthly rate charged to employees will be reviewed annually in conjunction with the College's fiscal year.

Individuals who never use their device for personal use may be exempt from the payroll deduction by signing a declaration indicating the device will only be used while performing job duties. IT will conduct periodic reviews of device to monitor personal use. If personal use is confirmed, employee will be required to complete the "Mobile Communication Device Form".

It is expected that expenses incurred by individuals for personal use are reasonable and do not exceed the charges paid through payroll deductions. Unacceptable extra charges would include but are not limited to charges for extensive long distance and international calling and roaming charges while on vacation. The College will not be responsible for unacceptable extra charges or costs when an individual does not follow procedures. Upon regular review, such costs deemed excessive will be reimbursed by the individual.

8. Number Transfer

Individuals who leave the organization and want to retain the College number they have used for personal communications can opt for a [transfer of ownership](#) to take their number with them and applied to a personal plan. After this change is approved by the outgoing employee and the out-of-scope Technology Manager this College number will then be transferred to the outgoing employee and replaced with a new number with all other functionality and rates kept intact.

9. 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.

10. Penalties

Noncompliance 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

- Acceptable Usage of Technology Policy
- Mobile Communications Device Form