



PROCEDURE

BU-013

CELL PHONES

Superintendent Responsible: Superintendent of Business & Treasurer	Initial Effective Date: 2013/05/27
Last Updated: 2023/10/23	Next Review Date: 2027/10/25

Purpose

To outline the process for the distribution and use of cell phones for Grand Erie District School Board (Grand Erie) employee(s).

Guiding Principles

- 1.0 The following groups qualify for a cell phone (the phone model provided will be dependent on the requirements of employee's job function):
 - Senior Administration
 - Administrator(s)
 - Program Coordinators
 - Senior Managers/Managers
 - Information Technology Services staff
 - Facility Services staff
 - Social Workers
 - Attendance Counsellor
 - Others at the discretion of the Superintendent and/or Chief Executive Officer (CEO)
- 2.0 Prior to use, the following forms must be completed and submitted to Purchasing Services, who are responsible for procuring cell phones:
 - Approval to Acquire Technology Form
 - Payroll Deduction Authorization & Acknowledgement of Responsibility Form
- 3.0 Employee(s) are to ensure they understand Grand Erie processes for cell phones and confirm that they have read and understand this process when they sign off the Payroll Deductions & Acknowledgment of Responsibility form. Not understanding Grand Erie monthly cell plan and/or functionality of the cell phone could result in significant expenses. Costs resulting from misuse or misunderstandings may become the employee's responsibility and require reimbursement to Grand Erie.
- 4.0 Employee(s) who have been approved for a Grand Erie owned cell phone, are required to reimburse Grand Erie by way of a monthly payroll deduction for personal use of the device. The monthly rate charged to employee(s) will be reviewed annually by the Superintendent of Business and Treasurer and will vary depending on the device used. Employees who never use their cell phones for personal use may be exempt from the payroll deduction by signing a declaration indicating the cell phone will only be used while performing job duties.
- 5.0 It is expected that expenses incurred by employees for personal use are reasonable and do not exceed the charges paid through payroll deductions. Employees will be invoiced for the difference where regular monthly charges exceed the predetermined payroll deduction amount on a regular basis. Unacceptable extra charges would include, but are not limited to, charges for non-business-related international long-distance calls

and texts, personal applications (Apps) and roaming charges while on vacation. These costs will be the responsibility of the employee(s).

- 6.0 Employee(s) who incur higher personal long-distance expenses may choose to increase their personal payroll deductions to cover long distance plans that are available from Grand Erie's contract with vendors. The plan options and costs can be found on the staff portal. Plan changes will not be made until the Payroll Deductions & Acknowledgment of Responsibility form is completed to indicate the employee(s) authorization to increase deductions to cover the extra plan expenses for long distance. Grand Erie will not be responsible for unacceptable extra charges) or for costs incurred by an employee who does not follow policies and procedures when acquiring and using a cell phone. Such costs incurred by the employee that are excessive and not consistent with Grand Erie process will be reimbursed by the employee.
- 7.0 Cell phone use outside of Canada is permitted. Employee(s) who wish to use their device outside of Canada and request a roaming package will have the cost of the package automatically deducted from the next payroll for the employee. Employee(s) who do not enroll in a roaming package will be fully responsible for all costs for service outside Canada. If circumstances arise that the cell phone is required outside of Canada by an employee who is not the Director of Education and Secretary of the Board or Superintendent, the employee's immediate supervisor will seek approval for the appropriate roaming package enrolment fee from the Superintendent of Business and Treasurer.
- 8.0 Invoices received from the cell phone provider will be reviewed monthly by Business Services to ensure Grand Erie procedures are followed and to ensure business and personal costs are reasonable and/or consistent with the employee's declaration as indicated on the "Payroll Deduction Authorization & Acknowledgement Form". Notice of any instances of non-compliance with this procedure will be forwarded to the employee's immediate supervisor and the individual will be invoiced for any unacceptable charges.
- 9.0 Cell phones acquired through Grand Erie remain the property of Grand Erie and will be enrolled and managed by Grand Erie's Mobile Device Management system. The cell phones provided in schools for the use of facilities operations/custodial staff are to be kept at the school or Grand Erie facility and are not for personal use.
- 10.0 New cell phone devices are to be purchased only when the contract term is completed or if the employee requires an upgrade due to job function and responsibility as determined by their immediate supervisor.
- 11.0 In accordance with the Ontario law, using a cell phone while operating a vehicle is prohibited in Grand Erie. Employee(s) should plan to use their cell phones either prior to, or after, travelling. Grand Erie will not take responsibility for any individual in contravention of the above. Any fines, tickets, etc., related to use of cell phones for Grand Erie business while operating a vehicle, is the sole responsibility of the individual. Only job functions requiring a high level of travel between locations will be considered for approval to purchase hands free accessories at board expense as determined by their immediate supervisor.
- 12.0 Abuse of Grand Erie cell phones process will result in the device being recalled and/or disciplinary action as appropriate.

- 13.0 Upon the termination of employment or transferring to a position that is not eligible for a board-issued cell phone, or cell phone equipment must be returned to the employee's immediate supervisor no later than the final day of work. The supervisor will return the device to IT Services (or designate).
- 14.0 Lost or stolen cell phones must be reported immediately to the Supervisor of Purchasing and IT Services (or designate) to cancel the service. The contact information can be found on the staff portal. An email should be forwarded to IT Services support to notify them of the lost or stolen phone. All costs incurred due to lost/stolen or damaged cell phones due to negligence are the responsibility of the employee.
- 15.0 Cell phones are owned by Grand Erie. Grand Erie utilizes software to assist in the mobile device management (MDM) of all Grand Erie cell phones. Grand Erie reserves the right to manage enterprise file/apps, restrict applications/settings, remotely lock the device/wipe the device and manage cell profiles. Grand Erie is not responsible for loss of personal data.

Reference(s):

- Acceptable Use of Information Technology Policy (IT-01)
- Acceptable Use of Information Technology Procedure (IT-001)