

## ADMINISTRATIVE PROCEDURES

**SUBJECT: Board Issued Cellular Phone Use**

### 1. Purpose

To provide guidelines for the issuance and use of Board owned cellular phones.

The Lambton Kent District School Board (LKDSB) recognizes that some positions and job functions require access to cellular technology services to (1) more effectively perform the duties of the position; (2) be accessible for various emergency situations; and (3) enhance safety.

### 2. Authorized Users

Individuals required to travel on a regular basis, are routinely out of their office, and/or need to be accessible for critical matters, emergencies, or matters requiring immediate attention, shall be issued Board-owned cellular phones.

The following positions are authorized to receive Board-issued cellular phones (voice plan only, with no data plan) or iPhone (which contain data plans), as approved by their immediate Supervisor and, if applicable, the Supervisor responsible for the budget from which payments for the cellular phone are issued. The type of cellular phone is dependent on the position and required job function.

- Director of Education
- Chair of the Board
- Superintendent
- Principal/ Vice Principal
- Supervising Principal
- Program Coordinator/Consultant
- Administrative Staff to Superintendent/Director
- Manager/Supervisor
- Information Technology Staff
- Plant & Maintenance, Trade and Custodial Staff
- Psychology and Special Education Staff
- Other staff as deemed necessary, as approved by Exec. Council

### 3. Acceptable Use

#### 3.1 Board Business/Personal Use

- 3.1.1 When it is more cost effective to utilize landline telephones, personal computers/tablets, secure Wi-Fi, etc. to communicate, employees are encouraged to use the most cost effective method wherever possible.

- 3.1.2 The primary use of all Board-issued cellular phones must be work related with limited personal use. Additional expenses incurred by employees for personal use that are not covered by the Board plan may be subject to reimbursement to the Board. Overview of the current contract plan and fees is available on the [LKDSB web portal](#):
- 3.1.3 Employees must review their monthly bills, identify any charges resulting from personal use and reimburse the Board via cheque payment sent to the Finance Dept., within 30 days of receipt of statement.
- 3.1.4 Unacceptable extra charges would include but are not limited to charges for nonbusiness related internet browsing, texting not covered in the contract plan, downloads, smartphone apps for personal use and charges while on vacation. Notice of any infractions will be forwarded to the employee's supervisor and the individual will be subject to reimbursement to the Board.
- 3.1.5 Employees must use a protective case with their phone. The model/style chosen is up to the user, dependent on their preference and job function fit, and be approved by their supervisor. Employees to submit expense form to Finance Dept. for reimbursement.
- 3.1.6 Due care should be taken to protect confidentiality and security of the information contained and stored on the cellular phone. All phones are password protected. The phones should never be connected to public Wi-Fi connections, nor left unattended, nor shared.
- 3.1.7 Abuse of Board-issued cellular phone may result in the termination of privileges and may require that the phone be returned to the Purchasing Dept.

### 3.2 Use While Travelling Outside of Canada

- 3.2.1 When using cellular phones while outside of Canada, travel rates will be automatically applied to employee's phone, once used. The usage will be billed to the employee's monthly phone invoice and requires the employee to reimburse the Board, if for personal business.
- 3.2.2 Prior approval will need to be granted by employee's supervisor for travel packs to be covered by the Board.
- 3.2.3 Spreadsheet outlining current available travel packs/rates is available on the [LKDSB web portal](#).
- 3.2.4 To avoid inadvertent charges, when phone is not in use, phone should be switched to airplane mode and data roaming feature turned off.

### 3.3 Use While Driving a Vehicle

- 3.3.1 All employees with Board-issued cellular phones shall not use the equipment while operating a vehicle, unless it is through a hands-free unit permitted by law. Employees whose job responsibilities include driving and who must use a cellular phone for business use are expected to refrain from using their phone while driving. Allow voice mail or your passenger to handle calls when possible. Safety must come before all other concerns.

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Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

3.3.2 The Board shall not take any responsibility for any employee in contravention of the above.

3.3.3 Any fines, tickets, etc. related to the use of Board-issued cellular phones while operating a vehicle, are the sole responsibility of the employee. The Board will not provide any reimbursement.

## 4. Equipment and Services

### 4.1 Hardware

4.1.1 All cellular phone hardware devices must be ordered through the Purchasing Dept. and be authorized by the employee's supervisor, using the [Board-Issued Cellular Phone Request Form](#).

4.1.2 All cellular phones and equipment acquired through the Board remains the property of LKDSB. All authorized users are required to sign the [Board-Issued Cellular Phone Agreement Form](#).

4.1.3 All damaged, lost or stolen cellular phones must be reported on the [Board-Issued Cellular Phone Damage/Loss Report](#) immediately, by the employee, and submitted to the Administrative Assistant to the Superintendent of Business. If the cellular phone is lost or stolen, the employee must also immediately notify the Purchasing Department. Once it has been approved, the device if not under warranty, will be repaired or, if deemed necessary, replaced, and the costs will be charged to the employee's department budget.

### 4.2 Hardware/Software/Firmware Upgrades

4.2.1 Hardware upgrades shall occur only when existing equipment repair is not cost effective or possible, the contract term is completed, or the individual's responsibilities have changed, thus requiring different equipment.

4.2.2 Spare equipment shall be used, when possible, to avoid unnecessary costs

4.2.3 All hardware upgrades must be ordered through Purchasing Dept. and authorized by the employee's supervisor.

4.2.4 Software and firmware upgrades shall be installed by IT Dept. staff only. All requests must be through Helpdesk.

### 4.3 Staffing Changes/Return of Phones

4.3.1 When an employee changes locations or responsibilities, but continues to be on the eligibility list of authorized users, the employee should retain possession of the cellular phone. The employee must contact the Supervisor of Accounting to notify of budget account code changes.

- 4.3.2 When an employee changes locations, changes responsibilities, and is no longer on the eligibility list of authorized users, or when an employee is leaving employment of the Board, the employee must return the cellular phone and accessories immediately to the Purchasing Dept. for redistribution. The Phone Return Form must be completed and signed by the employee, and handed in with the cellular phone and accessories. Instructions for returning the phone are included on the [Board-Issued Cellular Phone Return Form](#).
- 4.3.3 When cellular phones are returned, the employee must deactivate and turn off all apps (including Find My Phone App) and their Apple account on the phone. Failing to do so will cause technical issues for the set-up of the phone for the next user. If an employee fails to do so, Board staff will be in contact with them to do so.
- 4.3.4 The cellular phone and all the accessories that were given to the employee when they were issued the cellular phone must be returned. Any missing or damaged accessories will be charged to the employee's budget account.

#### 4.4 Services

- 4.4.1 Cellular services are provided to the Board, under contract, through an authorized mobile telecommunications provider.