

Support Services 5105 Division Cell Phones	Administrative Application	
	Last Reviewed /Approved on:	August 14, 2024
	References:	Administrative Applications 5102 – Acceptable Use of Technology by Employees and Students 5103 – Online Communication and Social Media Use 7201 – Employee Code of Conduct Policy 12 – Role of the Director
	Status:	Operational

Preamble

Communication and interaction through technology has become increasingly popular throughout the Regina Catholic School Division (RCSD). Cell phones, Data or Air Sticks are all communication devices that are covered under the Division Cell Phone administrative application.

To allow the employees of RCSD to do their jobs effectively, some employees are entitled to make use of cell phones for business purposes. This policy outlines the cell phone options supported by RCSD, guidelines for appropriate use, and other administrative issues relating to cell phone acquisition and reimbursement. This policy was created in order to enhance employee safety, limit corporate liability, and help manage telecommunications costs.

Application

1. Allocation and Use of Cellular Services

Eligibility for a cell phone, data or air stick is approved by the Superintendent of the department/employee requesting.

RCSD is providing cellular services to assist in communicating effectively for the purposes of your roles and responsibilities. Within RCSD, cellular services will be provided for several groups where it is critical for job function.

- a. Executive Council
- b. School Based Administrators
- c. Non school-based administration, including coordinators, consultants, technology employees, etc. – allocation based on review of critical job function as determined by supervising Superintendent.
- d. Special program or personnel, where the assignment of a cellular device may be approved, based on need according to critical job function of the position i.e., Community School Coordinator, Family Support Coordinators, Indigenous Student

Advisor, TRiP Liaison Worker, etc. The process for additional cell phone services will follow the procedure outlined in the Service and Equipment Allocation Section.

As part of the cellular agreement, you are acknowledging that RCSD pays for the cellular service. The primary use of the device shall be for RCSD related business. Personal use of the cellular device is permissible but within reasonable and appropriate limits. You are responsible for making good judgments on how best to use this resource.

2. Expectations for your use of a RCSD-provided cellular contract are as follows:

- a. Initial costs for the phone purchase are the responsibility of the employee. The monthly charges will be charged against the appropriate budget.
- b. RCSD has the right to monitor cellular device usage. Billing statements contain an itemized listing of your device usage.
- c. You are required to reimburse RCSD for any personal use resulting in a measurable additional cost, including but not limited to overage charges.
- d. Payments are made to RCSD. Payment is due upon receiving your monthly statement. All customer service calls related to phone pricing, upgrading, billing new usage out of area coverage and plan information should be directed to the Information Technology (IT) Service Desk.
- e. Additional features shall be added to an employee plan, with Superintendent approval. These additional features may be at your expense if not deemed critical to your roles and responsibilities.
- f. Employees are responsible for theft, damage, or loss of the cellular device when in your possession. You also acknowledge that you may be responsible for phone repair or replacement charges. The purchase of support care plans is provided by the cellular provider at a discount.
- g. If a phone is stolen or lost, notify the IT Service Desk as soon as possible to have the phone deactivated.
- h. Improper use of cellular devices can result in disciplinary action, loss of service or privilege.

The features assigned to a cellular device should be determined after the Superintendents have identified critical functions. Currently, the following services are available to all cellular users.

- Unlimited Long-Distance Canada to Canada and Canada to the US
- Unlimited Local Calling
- Unlimited Canada-wide Data*
- Call Display
- Call Waiting
- Call Transfer
- Voicemail

- 3 Way Calling
- Unlimited Text Messaging as well as Unlimited Picture / Video Messages

3. **Special Conditions for Ineligibility**

Under the following conditions employees with Division cell phone will become ineligible or be required to reimburse the Division.

- a. Long term leaves, medical leaves, maternity/paternity leaves, personal leaves, education leaves.
- b. Employees that are no longer eligible will be required to reimburse the Division after one (1) month for the full amount of the bill.
- c. Human Resource Services will determine which employees would be required to reimburse the school division based on their type and duration of leave.

4. **Contractors and Non-Permanent Employees**

Contractors and non-permanent employees may be eligible for a reimbursement of their personal cell plan that is utilized for Division purposes. Eligibility is determined by the supervising Superintendent.

- a. Reimbursement policy
 - i. All employees on the reimbursement program must submit a cheque requisition along with the cell phone bill attached to Human Resource Services each month for the month the bill is due. Any bill submitted more than one month late will not be reimbursed. The maximum monthly limit for reimbursement will be \$60.00.
 - ii. Reimbursement will be calculated based on the percentage of FTE the contracted employee is working for the Division.

RCSD is not responsible for lost, stolen or damaged personal cell phones.

5. **Ownership and Responsibility**

- a. The **individual** is the owner of the cell phone hardware and therefore responsible for:
 - i. All replacement/repair costs of the device.
 - ii. Any negligent damage will be the employee's responsibility to repair or replace.
 - iii. Any costs related to personal use on the cell phone are to be paid by the employee.
 - iv. Cell phone can be used for personal as well as business activities.

- b. The **Division** is the owner of the cell phone contract and is therefore responsible for:

- i. All costs incurred with the contract.
- ii. RCSD related data on phone.

All cell phone upgrades/purchases must be made through the Information Technology Department.

6. Upgrades

- a. The Division has an upgrade pool of 35 per cent of the fleet per year. Each cell number may receive one (1) upgrade every 18 months.
- b. Suspension for upgrades will occur upon announcement of retirement or during any leaves.

7. Cell Phone Etiquette

- a. While at work, employees are expected to exercise the same discretion in using personal cell phones or other mobile devices as is expected for the use of RCSD phones.
- b. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Phones should be set on vibrate, or turned off, especially during meetings.
- c. Employees are encouraged to minimize the number of personal calls during work time.
- d. Employees are expected to use the telecommunications systems for conducting school business, providing security for out of school excursions or increasing accessibility as required.
- e. The use of the Division cellular plan is a privilege, not a right. Inappropriate use may result in cancellation of privileges. Employees who are granted access must remember that they represent the school division and as such, must respect the rights of others, protect the integrity of the equipment, and observe all relevant laws, regulations, and contracts.

8. Cell Phone Safety

- a. Employees are prohibited from using cell phones for work-related matters while driving. The cell phone should be put on vibrate or safe driving mode. If the employee needs to make a call or receives a call while driving, they should pull over safely and stop the car.
- b. Under no circumstances are employees allowed to place themselves or others at a safety risk to fulfill business needs.

- c. Employees may use hands-free equipment to make or answer calls while driving without violating this policy. However, safety must always be the priority. We expect employees to keep these calls brief. If, because of weather, traffic conditions, or any other reason, employees are unable to concentrate fully on the road, they must either end the conversation or pull over and safely park the vehicle before resuming the call.

9. Recommended Apps

Email: Outlook
Messaging: Microsoft Teams
Meetings: Microsoft Teams

10. Security

- a. All devices must be protected by a password, fingerprint/facial recognition, or similar security. The user agrees to never disclose their passwords to anyone.
- b. In the event of a lost or stolen mobile device, the user will report the incident to the Information Technology Department immediately.
- c. The user agrees to immediately report to their Superintendent and the Information Technology Department any incident or suspected incidents of unauthorized data access, data loss, and/or disclosure of RCSD resources, databases, networks, etc.