

Administrative Procedure 141

EMPLOYEE CELL/SMART PHONE ACCESS AND USAGE

Background

Cell/Smart phones are used by Prairie South School Division employees for internal and external communication. For the purposes of this policy, cell/smart phones are understood to include any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email, whether the device is division-supplied or personally owned.

Procedures

1. Access to Division-Supplied Cell/Smart Phones

- 1.1. Cellular/Smart phone services are provided to all employees deemed by their manager or supervisor, to require them based on demonstrated need and job function or to enhance school division efficiency and provide safety and/or security. This includes but is not limited to senior administration, school administrators, itinerant employees who during the normal course of employment perform their duties away from their assigned workspace and employees who have demonstrated a need to be in contact with their office.
- 1.2. The Division will supply the employee with a phone based on the Division's current administrative practice and vendor agreements. The phone will remain the property of the division and the employee may be required to provide access to the phone to management as required.
- 1.3. The employee may choose to use their own personal device instead of the Division supplied one. In these cases, the Division will pay the current cost that would have been paid to the vendor had the phone been acquired for the employee from the vendor. The employee will be under the same obligation to provide access to the phone if required by management.
- 1.4. The employee may choose to upgrade the vendor supplied phone at their own expense. It is important to note, that in this case, the phone will remain the property of the division and the employee remains under the same obligation to provide access to the phone when requested.

2. Use of Division-Supplied Cell/Smart Phones

- 2.1. Division-supplied cell/smart phones, like other means of communication, are to be used to support school division business.
- 2.2. Employees may use division-supplied cell/smart phones for any legitimate safety, security or emergency purposes.

- 2.3. Employees using division-supplied cell/smart phones for personal use other than already noted in 2.2, will reimburse the Division for all applicable charges (air time and long distance), and/or, the employee has the option of adding additional features such as long distance and/or unlimited data plans to their device. The cost of these upgrades comes off their monthly pay. To add any additional features, employees must contact the Superintendent of Operations with responsibility for technology and fill out a form.

3. Use of Cell/Smart Phones

- 3.1. The use of cell/smart phones for personal reasons during work hours is discouraged and should be limited to matters requiring immediate attention.
- 3.2. All communications using cell/smart phones during work hours or conducted on school division property or while on Prairie South business – verbal, written or other – must meet professional standards of conduct.
- 3.3. Employees shall not use cell/smart phones during work hours, on school division property or while on Prairie South business for illegal, disruptive, unethical or unprofessional activities, or for personal gain, or for any purpose that would jeopardize the legitimate interests of Prairie South School Division.
- 3.4. Cell/Smart phones can be a distraction in the workplace. To ensure the effectiveness of meetings, employees are asked to turn their phone off, or at a minimum to “vibrate” mode.
- 3.5. Employees must be aware of and follow all current legislation and regulations regarding the use of cell/smart phones while operating a motor vehicle.

4. Privacy and Access

- 4.1. Employees should be aware that cell/smart phone statements or summaries are public documents.

Reference: Section 85, 87, 175 Education Act

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