

## **Prairie South Employee Cell/Smart Phone Administrative Practice**

### **Division Supplied Cell/Smart Phones:**

1. Phone manufacturer being used is currently Apple iPhone. These devices are easier to manage than Android and our management software (JAMF) only supports IOS devices.
2. When considering a phone upgrade or purchase the following conditions are to be met:
  - The device should be no more than 3 years from original sale date.
  - The phone should be a base model phone – unless approved by Supervisor/Superintendent of Operations.
  - Strive to only purchased during sales – unless approved by Supervisor/Superintendent of Operations.
  - Strive to buy the most reasonably priced phone. As of May 2022, a base phone cost are:
    - iPhone 11 64GB - \$359.99, iPhone 12 64GB - \$455.99, iPhone 13 128GB - \$599.99.
  - Purchase costs are subject to a yearly review and approval by the Superintendent of Operations for IT.

### **Using Personal Device In lieu of Division Supplied Phone:**

For any staff choosing to use a personal device rather than a division supplied phone they are to be reimbursed as per the following procedure:

1. Employee puts in a monthly personal expense claim in Atrieve at the rate of \$50 each month.

### **Bus Driver Phone Allowance:**

1. Prairie South recognizes that many full time school bus drivers use their personal phone as a preferred way to contact parents and students. Bus drivers will be reimbursed \$15 per month from September to June each school year. Bus drivers should put in a monthly personal expense claim in Atrieve.