

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 2026, base phone costs are:
 - iPhone 15 128GB - \$329.99, iPhone 16 128GB - \$479.99, iPhone 16e - \$379.99, iPhone 17 128GB - \$599.99, iPhone 17e - \$379.99.
 - 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 \$65 each month.