



Title	Cellular Device Policy
Policy Area	Operations, College Systems and Resources
Policy Number <i>(to be assigned by Information Services)</i>	E.5.2
See also <i>(related policies)</i>	Travel Policy and Procedures Use of Information Technology Resources Policy Protection of Privacy Policy

Effective Date of Policy:	November 16, 2017
Approval Date:	November 16, 2017
Applies to:	Employees
Approving Body:	President
Supersedes:	Cellular Phone and PDA Use Policy, 2007
Authority	<i>College and Institute Act</i>

The following are responsible for the administration of this policy,

Primary Office	Contact
Employee and Corporate Services	Vice President, Employee and Corporate Services

Policy Statement

- 1.0 A cellular communication device is an important tool for employees in certain job positions for the efficient operation of the College. A cellular device is provided to employees to support the business needs of the institution.

Policy Details

2.0 Purpose

- 2.1 The purpose of this policy is to provide a framework for the provision and use of College-owned cellular devices for voice and data plans.

3.0 Definition

- 3.1 Cellular Device - includes any device with cellular connectivity, such as: smartphones and tablets: including Apple, Samsung, Blackberry, Google, Samsung, LG, etc.

4.0 Eligibility to Receive a College-owned Cellular Device

- 4.1 Leadership Team members are responsible to identify those employees in their department/portfolio who require the use of a College-owned cellular device to carry out the employee's assigned duties. The following criteria should be applied when making the decision to authorize the assignment of a College-owned cellular device:

- (a) there is an essential business justification specific to the individual's role in the College, including:
 - i) a significant amount of time is spent out of the office for various work related reasons;
 - ii) that due to the nature of the employee's position, they are required by their supervisor to respond to urgent/important emails or phone messages when they are away from their office or outside of the employee's normal working hours; or
 - iii) that the supervisor determines that the employee needs to have mobile access to critical information and documents.

- 4.2 The Leadership Team members should re-assess as necessary, but at least every two years, the need for the employees reporting to them to continue to use a College-owned cellular device.

5.0 Assignment, Ownership and Budget

- 5.1 Upon receipt of written authorization from a Leadership Team member, the Information Technology Department ("IT Department") will issue the employee a College-owned cellular device.
- 5.2 A College-owned cellular device is the property of the College and must be returned to the IT Department when no longer used for College business, or as directed by the responsible Leadership Team member.
- 5.3 Approval of a replacement cellular device due to loss, theft or damage is subject to the approval of the responsible Leadership Team member.
- 5.4 Costs associated with the purchase, business use and replacement of a College-owned cellular device are paid by the employee's departmental budget. The employee will be sent a statement for his/her monthly use for their review.

6.0 Use of College-owned Cellular Device

- 6.1 Employees issued a College-owned cellular device are expected to use it responsibly and adhere to all applicable laws and College policies.
- 6.2 College-owned cellular device should be used primarily for College related business.
- 6.3 Limited, responsible personal use of a College-owned cellular device is permitted. For cellular phone service only, the College does not consider an employee's personal use of the College-owned cellular device to be a taxable benefit if the employee's personal use of the service is reasonable and does not result in charges to the College.
- 6.4 The employee is expected to review his/her monthly cellular statement and determine if the personal use has resulted in additional charges. The employee must reimburse the College for those charges upon receipt of the cellular statement.
- 6.5 Applications ("apps") for personal use must be purchased by the employee on his/her personal accounts/credit card. If an app is for business related purposes, it may be charged on a College credit card or reimbursed through an expense claim.

7.0 Travel and Cellular Services Charges

- 7.1 The College's cellular device plan covers the use of the College-owned cellular device for texts and phone calls anywhere within Canada with no additional charges (i.e. unlimited texts and no telephone long distance charges). There are, however, limits on the amount of data that can be used and additional costs may be incurred for high data usage.
- 7.2 Should an employee wish to import a personal number for use on their college phone or export a number for personal use they will be required to cover costs associated with the transfer.
- 7.3 The use of the College-owned cellular device outside of Canada will result in significant additional charges – for cellular service (telephone, text and data). An employee who travels outside of Canada on College business, or is required to be available while on personal travel, must obtain from the IT Department an international travel package to be applied to their College-owned cellular device account. The employee is responsible to monitor his/her usage of cellular services while traveling internationally. If the employee foresees exceeding the package limits, the employee must request from the IT Department an expansion of the cellular services package to avoid additional, and potentially significant, charges.

7.4 If the employee wishes to use the College-owned cellular device for personal use while on personal travel outside of Canada, the employee may request the IT Department to add an international travel package to the employee's device plan, and the employee agrees to promptly reimburse the College for the cost of the travel package and any additional costs for any personal use above the College's cellular device basic plan. If the employee does not arrange for an international travel package on the device during personal travel and uses the device for personal purposes, the employee is responsible for all charges above the College's cellular device plan.

8.0 Security Requirements

- 8.1 A College-owned cellular device may contain confidential business information and personal information of College employees/students. Accordingly, employees with a College-owned cellular device must comply with the following security standards:
- a) that any files containing confidential business information or employee/student personal information stored on the device must be encrypted and secured with a strong password (example file types: spreadsheets, databases, text, presentations, images, audio/video recordings);
 - b) that access to the device must be secured with a strong password;
 - c) the device must be physically secured at all times;
 - d) the device is set to activate an automatic screen lock after a maximum 15 minutes of idle time;
 - e) if travelling outside of Canada, the employee must be aware of any additional security considerations. Please consult the following information sheet http://www.okanagan.bc.ca/Campus_and_Community/employees/itservices.html; and
 - f) if the device is lost or stolen, the employee must inform the IT Department as soon as possible in order for recovery procedures to be activated and for sensitive information to be remotely deleted.