



# Northeastern Catholic District School Board

## HAND-HELD (MOBILE) WIRELESS COMMUNICATION DEVICE

Policy Number: I-6

Authority: 17-63/20-115

### POLICY STATEMENT

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The Northeastern Catholic District School Board (NCDSB) believes that communication technologies are an essential aspect of Board operations and management. The NCDSB will make hand-held mobile wireless devices available to administrative and system-level staff and elected officials as required, in a safe and equitable manner.

### REFERENCES

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*Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

NCDSB Policies:

- F-4 Borrowing Board Owned Equipment
- I-2 Responsible Use of Information and Communication Technology
- I-3 Assignment and Use of Board Owned Technology - Staff
- T-14 Trustee Support Services

NCDSB Administrative Procedure:

- API001 Responsible Use of Information and Communication Technology

### DEFINITIONS

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#### **Hand-Held Mobile Wireless Communication Device**

A portable, wireless computing device that is small enough to be used while held in the hand, and is generally identified as a smartphone.

### POLICY REGULATIONS

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- 1.0 Eligible staff may be provided with an NCDSB Hand-held (Mobile) Wireless Communication Device.
  - 1.1 Staff eligible can choose to use their own personal Hand-held (Mobile) Wireless Communication Device and seek a standard monthly reimbursement.
  - 1.2 The Reimbursement rate is established each year during the budget process.
  - 1.3 Employees that participate in this option agree to publish their cellular phone number on board and/or school directories.

- 2.0 Staff is expected to responsibly use Hand-held (Mobile) Wireless Communication Devices and to comply and adhere to all governing regulations.
- 3.0 While operating a vehicle, staff must not use a Hand-held (Mobile) Wireless Communication Device.
- i) Staff must comply with all municipal, provincial and federal laws applicable in the jurisdiction in which the Hand-held (Mobile) Wireless Communication Device is used.
- 4.0 Use of the still or video camera functionality on a Hand-held (Mobile) Wireless Communication Device to capture images of other people without their consent or students without parental consent, images of copy-right protected materials and publications, images of a sensitive, protected or classified documents, designs, etc., is prohibited.
- 5.0 Staff that will be travelling outside of the Ontario area for work-related business that need to be accessible must review alternative wireless service plans to minimize usage charges for the duration of the travel period.
- 6.0 Staff are responsible for the protection of all NCDSB information stored or accessed with a Hand-held (Mobile) Wireless Communication Device, including any information stored on a storage expansion card for the device.
- i) Hand-held (Mobile) Wireless Communication Devices that have been approved for use must be password protected; this is the minimum security requirement.
- ii) Users are responsible to ensure that they comply with the minimum security requirement as noted above.
- iii) Tech Support technicians are not permitted to work on personal devices.
- 7.0 The NCDSB reserves the right to suspend or revoke the user of Hand-held (Mobile) Wireless Communication Devices if it is found that the employee is failing to comply with this policy.