



Northeastern Catholic District School Board

HAND-HELD (MOBILE) WIRELESS COMMUNICATION DEVICE

Policy Number: I-6

Authority: 17-63/20-115/23-91

POLICY STATEMENT

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

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

NCDSB Policy

E-29 Borrowing Board Owned Equipment and Technology

I-2 Responsible Use of Information and Communication Technology

T-14 Trustee Support Services

NCDSB Administrative Procedure

API002 Responsible Use of Information and Communication Technology

DEFINITIONS

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

- 1.0 Eligible staff may be provided with an NCDSB hand-held mobile wireless communication device or:
 - i) Eligible staff and elected officials can choose to use their own personal hand-held mobile wireless communication device and seek a standard monthly reimbursement.
 - ii) The Reimbursement rate is established each year during the budget process.
 - iii) Employees and elected officials who 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 technology and to comply and adhere to all governing regulations, laws, and policies which include but is not limited to:
 - i) using a hand-held mobile wireless communication device while operating a vehicle on Board business;
 - ii) capturing images or video of other people for Board-related matters and storage protocols;

- iii) ensure password protection on Board-owned devices.
- 3.0 Staff who travel outside of the country must request authorization for use of a Board-owned hand-held mobile wireless communication device from the Director of Education prior to departure. In the instance of additional charges, the user may be required to reimburse the board accordingly.
- 4.0 NCDSB Tech Support technicians are not permitted to work on any personal devices.
- 5.0 The NCDSB reserves the right to suspend or revoke the use of a hand-held mobile wireless communication device if it is found that the employee is failing to comply with this policy.