

## HANDHELD WIRELESS COMMUNICATION DEVICE POLICY

### Introduction

This policy applies to any handheld wireless communication device that makes or receives phone calls, messages, text messages, provides internet web browsing capabilities or downloads and allows for the reading of and responding to email.

These devices create additional security concerns for the division. Therefore, the division maintains and enforces this Policy to help the Division maximize security and mitigate costs.

### Personal Use of Devices

#### Division Owned Devices

Devices are provided to some Division employees for use as productivity and accessibility enhancement tools. Such provision is for the benefit of the Division, allowing access to these individuals after hours, while away from their work location and while in travel status. It is burdensome to require these individuals to carry more than one device to achieve access to both family and business. Therefore, personal use that does not conflict with Division use of devices is permitted. Such personal use should be limited in both occurrence and duration. Such use shall not be considered an entitlement.

Costs incurred by the Division for personal, non-division related use or for personal items, apps or software are to be reimbursed by the employee.

Attempts will be made to provide methods for individuals to track their own usage on an ongoing basis. Until an effective solution is in place, each Divisional device holder will be provided a detailed monthly device usage report. A divisional/personal use form with reference to the device use policy and statement of compliance will be included with the report.

#### **Divisional/Personal Use Form Statement:**

I am familiar with the Division Handheld Wireless Communication Device Policy DJDJ and have reviewed the monthly usage for the communication device that the division has issued to me. I am in compliance with the policy and have reimbursed the Division for personal usage in accordance with it.

Phone Number: \_\_\_\_\_

Total bill: \$ \_\_\_\_\_

Personal use: \$ \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Each employee will review their device usage, sign the compliance statement and return it to the Division office along with any reimbursement owing.

### Employee-Owned Devices, Reimbursement Provided

The Division will reimburse designated employees for the use of their device. In exchange the employee will provide the division the telephone number associated with their device. The division reserves the right to revoke its privilege if the user does not abide by this policy. This policy is intended to protect the security and integrity of the division's data and technology infrastructure as well as meet the requirements of PHIA and FIPPA. Employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the division's network.

Employees may use their mobile device to access the following division owned resources:

- Email
- Calendars
- Contacts
- Documents, etc.

Devices allowed include: iPhone, Android, Blackberry and Windows. All devices must support Active-Sync.

Employees are to contact the device manufacturer or their carrier for operating system or hardware related issues.

The division will provide the employee a monthly allowance.

Employees will be responsible for any and all of the following: roaming fees, plan overages, long distance charges, etc.

Rooted or jailbroken devices are strictly forbidden from accessing the network.

Employees will be responsible to wipe their own devices if lost or stolen or if IT detects a data or policy breach, a virus or similar threat to the security of the division's data and technology.

### **Use of Devices in Vehicles**

Employees must adhere to all municipal, provincial, federal or when travelling local rules and regulations regarding the use of devices while driving. Accordingly, employees must not use devices while driving vehicles if such conduct is prohibited by law, regulation or other.

## Responsibility for Security

### Division-Owned Devices

It is the employee's responsibility to take precautions to backup email, contacts, calendars and pictures.

Lost or stolen devices must be reported to the division within 24 hours.

Employees are responsible for the security of their devices. The Division will self-insure these devices and **employees will be responsible for the payment of a deductible as determined by the Division.** All devices and accessories remain the property of the division.

In the event that a device is lost, stolen or misplaced the Information Technology Department manager should be notified immediately so that appropriate steps can be taken to remotely render the device useless.

### Employee-Owned Devices:

- Employees are responsible for notifying their provider immediately upon loss of their device.
- The employee is personally responsible for all costs associated with their device.

## Camera Use

The use of the camera functionality of divisional devices must be in adherence with FIPPA regulations. Cameras may not be used to compromise the privacy of individuals or capture private information.

## Leaves

When an employee, who either has a division owned device or receives an allowance, takes a leave it is the sole discretion of the Division as to whether or not the device will be returned to the Division or the reimbursement discontinued.

## Penalties

Violating this policy could result in disciplinary action leading up to and including termination of employment.

### **Acknowledgement of the Handheld Wireless Communication Device Policy**

This form is used to acknowledge receipt of and compliance with the Handheld Wireless Communication Device Policy DJDJ.

#### **Procedure**

Please complete the following steps:

1. Read the Handheld Wireless Communication Device Policy.
2. Sign and date the Acknowledgement form in the space provided below.
3. Return the signed form to the Assistant Superintendent – Personnel.

#### **Signature**

By signing the form you agree to the following terms and conditions:

1. That you have received, read, understand and agree to the terms and conditions of the policy.
2. That you understand and agree that you will not incur any costs or charges resulting from the personal use of the division provided handheld wireless device without reimbursing the division for those costs.
3. That use of the handheld wireless device within a vehicle must comply with municipal, provincial, federal or other legislation.
4. That the use of the handheld wireless device camera must not violate personal privacy or capture private information.
5. That you understand and agree that the security and replacement of the division provided handheld wireless device is your responsibility and that the device remains the property of the division.
6. That you understand and agree that violating this policy could result in disciplinary action leading up to and including termination or employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date

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