



Provision of Cell Phones to Staff

Background

KTCEA acknowledges that certain employees require mobile devices to perform their duties and to maintain contact with KTCEA.

Guidelines

Cell phones and mobile technologies are issued to staff for work purposes or reasons of personal safety. Cell phones may be used for personal reasons as long as there is no incremental cost to KTCEA.

| # | Procedure | Roles and Responsibilities |
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| 1. | A manager or Principal may authorize the use of a cell phone or mobile communication device for a staff member. Once a device has been authorized, the Associate Superintendent Facilities and Operations requires notification. | Managers, Principals Associate Superintendent Facilities and Operations |
| 2. | Procurement or licensing of mobile devices, including associated voice, text and data plans, shall be coordinated through the Finance Branch with input from Facilities and Operations Information Technology Branch. | Associate Superintendent Facilities and Operations IT Manager Finance |
| 3. | The IT Manager will 3.1 configure the device to work on KTCEA's network and provide the device to the employee. 3.2 Record the device in the KTCEA inventory system. | IT Manager |
| 3. | Personal use of a KTCEA mobile device that results in an incremental cost to KTCEA will require reimbursement by the staff person and shall occur by means of a payroll deduction. | Finance Director |
| 4. | If a KTCEA mobile device is lost, stolen or damaged, an employee may be expected to reimburse KTCEA for the non-depreciated value of the device at the discretion of the IT Manager and Finance Director. | IT Manager, Finance Director |

Definitions:

Not Applicable

References:

Policy 3 – Respectful, Caring and Safe Schools and Workplaces
Policy 13 – Technology and Student Information

AP 140 Appendix B - Responsible Use of Technology – Staff

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities and Operations.