



ADMINISTRATIVE POLICY

MOBILE COMMUNICATION DEVICES

(Cellular Phones / Smartphones / Mobile Internet Devices)

EFFECTIVE: November 2011

REVISED:

RELATED POLICIES: [Technology Use](#); [Cell Phone Use and Etiquette](#)

POLICY STATEMENT:

Northern Lights College recognizes that mobile communication devices such as cellular telephones and smartphones enable fast communications, remote wireless network connectivity and more productive mobile employees. However, such devices add significant operating expenses and create additional security concerns for the College. As such, Northern Lights College maintains and enforces this Wireless Communication Devices Policy to help the College maximize security while also managing costs.

DEFINITIONS:

- **Mobile Communication Device**
 - A mobile communication device is an electronic device used to communicate information wirelessly; as opposed to a standard wired telephone or a computing device attached directly to a wired computer network. Mobile communication devices relevant to this policy include, but are not limited, to the following devices:
 - Cellular telephone
 - Smartphone
 - Mobile cellular Internet connectivity device
 - Mobile Internet device
- **Cellular Telephone**
 - Cellular telephone also known as a mobile phone, cell phone or hand phone is an electronic device used to make mobile telephone calls across a wide geographic area, served by many public cells, allowing the user to be mobile. A mobile phone can make and receive telephone calls to and from a public telephone network which includes other mobiles and fixed-line phones across the world. It does this by connecting to a cellular network provided by a mobile network operator.
- **Smartphone**
 - Mobile phones that offer these more general computing capabilities are referred to as smartphones. In addition to telephony, modern smart phones also support a wide variety of other services such as text messaging, MMS, email, Internet access, short-range wireless communications (wireless network (Wi-Fi), infrared, Bluetooth), business applications, gaming and photography.
- **Mobile cellular Internet connectivity device**
 - Mobile cellular Internet connectivity device or “Internet Stick” is a device that allows Internet connectivity for a mobile computing device such as a laptop. Connectivity is provided through a cellular network provided by a mobile network operator.

- **Mobile Internet device**

- For the purposes of this policy, a mobile Internet device is defined as a large format smartphone or a tablet computer. Laptops, notebooks, and netbooks are not included in this definition. A mobile Internet device may or may not, have cellular telephony capability.

PRINCIPLES:

Northern Lights College will provide appropriate mobile communication devices to employees who require them to effectively perform their employment duties for the College.

Mobile communication devices are not the outbound primary source of communication and therefore, are to be used as a secondary outbound source of communication. Primary sources of communications include office phones and computers and these primary devices are to be used when at all possible.

Mobile communication devices issued by the College are the property of the College who may exercise its rights of ownership without limitation. As Northern Lights College is a public institution, employees should be aware that all e-mail messages, text messages, or other correspondence directed to or transmitted by College owned equipment may be subject to freedom of information requests in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA).

The Information Technology department is responsible for the purchase, distribution, and support of College-provided mobile communication devices and applicable voice / data contracts.

Mobile communication devices will be issued to employees based on need and mobile communication device function. Mobile communication device selection and issuance will be at the discretion of the Information Technology Director. Criteria for the issue of mobile communication devices will be in accordance with the following guidelines established by the Administration Committee:

- **Cellular telephone**

- Employee is off campus more than 25% of their normal working hours; or,
- Required by the College (as stated in the job description) to be an emergency contact; or,
- Required technician for business maintenance/recovery duties; or,
- Sales position where 'every call counts'.

- **Smartphone**

- Staff who are required to make immediate management decisions for the college where time is of the essence and delays in decision making would seriously impact students, staff, or assets of the college; or,
- Travel is a required part of their job (more than 25% of normal working hours) and there is limited access to office phones and the Internet during their travels; or,
- Required technician for business maintenance/recovery duties that requires Internet or LAN service connectivity at all times; or,
- Required by the College (as stated in the job description) to be an emergency contact with LAN and Internet access.

- **Mobile cellular Internet connectivity device**

- The College does not currently permanently issue these devices, but the Information Technology Director keeps one on reserve for temporary issuance.

- **Mobile Internet device**

- The College does not currently issue these devices. Annual review of new technologies and their application to our business needs will be conducted and recommendations will be forwarded to Senior Executive for consideration.

A number of cell phones and a smartphone are kept in reserve for temporary issuance. Travel cell phones can be issued at each reception desk for emergency use with company vehicles and these phones must be handed in upon the return of the vehicle. Mobile communication devices may also be temporarily issued to employees for a determinate period of time. In such cases the manager should request the phone and include the business justification for the service requirements via email to the Information Technology Director.

Employees issued College-provided mobile communication devices are responsible for the security of those devices. In the event a College-provided mobile communication device is lost, stolen or misplaced, the Information Technology department helpdesk should be notified immediately so that appropriate steps can be taken to and remotely trigger the timely deletion of all information contained on the mobile communication device and de-activate the device and associated account.

ACCEPTABLE USE:

Use of all mobile communication devices are subject to Northern Lights College's *Technology Use* policy.

College-provided mobile communication devices are intended to be used for fulfilling business responsibilities. The use of College-provided mobile communication devices for personal reasons is discouraged. If mobile communication device, accessory and/or service fees or charges result from personal use of College-provided equipment, the employee is responsible for self-declaring and making payment for those fees and charges and any related billing costs to the Finance department.

Employees are prohibited from installing unapproved and unauthorized software on College-provided mobile communication devices. Employees shall refrain from downloading additional software and services, including distinctive ring tones, games and other messaging services, to College-provided mobile communication devices.

The College will not support, financially or technically, any personally owned mobile communication devices. Personally owned mobile communication devices may not be attached to, or incorporated into, any College voice and / or data plan contract.

No employee may connect, dock or otherwise synchronize any unapproved mobile communication devices with any College computer, laptop, server, system or network. Approval of mobile communications devices will be determined by the Senior Executive team.

Mobile communication device services including, but not limited to, air-time calling minutes, local and long distance calling, roaming, text messaging, MMS, email, and Internet access are limited by the College's voice and / or data plan contract with its service provider. Provisions are made in the contract to provide reasonable quotas and services for the operation of the College. The above listed services may not be available to all devices or all users. Periodic review of individual service usage will be undertaken. Excessive or unnecessary use of services by an employee may result in loss of mobile communication device use, lowering of service levels, and / or responsibility for reimbursement to the College of excessive service fees and / or charges.