

Policy Title	Mobile Phones
Policy Holder	Senior Director – Computer Services and Project Management
Policy Approver(s)	Senior Team
Related Policies	7-1-1 Acceptable Use Policy
Related Procedures	
Appendices	Request for College Mobile Phone
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	Sept 17, 2009
Next Review Date	January 30, 2026

Purpose

This policy outlines assignment, acquisition and use of College owned mobile phones (encompassing College cell and smart phones).

Scope

The policy applies to all College owned mobile phones and the staff to which they are assigned

Definitions

Governing Laws and Regulations

Policy Statements

1. Eligibility for a College mobile phone

Mobile phones may be issued to staff that are out of the office more than 50% of normal working hours or who are on call after hours and regularly require phone access as a normal function of their position.

Each Department is responsible for establishing a budget to pay for the initial purchase, operating cost and any subsequent upgrades of the mobile phone device.

If an employee changes positions, or employment with the College is terminated, the assigned mobile device and all associated accessories must be returned to Computer Services.

2. Use of College mobile phone

Mobile phones are an extension of College IT related equipment. Their use is subject to all College information technology policies.

The College reserves the right to manage all of its mobile phones including

- Inspecting the device for applications and data.
- Limiting apps on the device through mobile phone device management.

All College phones will be operated under the College standard agreement and connectivity package with its mobile service provider. Any upgrades must be approved by Computer Services and have a documented business need to be approved.

Personal use of College mobile phones is allowed as per the Acceptable Use Policy (7-1-1). Any personal use of a College mobile phone resulting in increased operating costs must be reimbursed by the assigned staff to the College. Ex. Data/roaming charges while on vacation.

The College acquires lowest cost mobile phones upon initial acquisition or replacement. Any upgrades will require a documented business need to be approved.

Non-Compliance

See 7-2-3 Non Compliance Penalties

Revision History

Version	Change	Author	Date of Change
1		Paul Inkila	9-3-2010
2		Paul Inkila	17-10-2010
3		Paul Inkila	18-4-2022