	Number:	7-3-7
	Originator:	Human Resources Services & Computer Services
	Approved By:	College Planning Committee
COLLEGE PRACTICE	Effective Date:	Sept 17, 2010
	Replaces:	Original version from March 9, 2010

SMARTPHONE AND CELL PHONE USE

1. **PURPOSE**

   This policy will be used to define the standards, procedures and restrictions for the procurement and use of SmartPhone and Cell Phone handheld devices at Confederation College. This policy addresses the relevant components that make up the support of SmartPhone and Cell Phone devices and network resources at the College including:

   - SmartPhone and Cell Phone handheld devices;
   - SmartPhone and Cell Phone Enterprise Server software;
   - SmartPhone and Cell Phone voice services associated with the device;
   - Any related components necessary to provide connectivity; and
   - Any third-party product or service used to provide connectivity to the above

   The intent of this practice is to address any SmartPhone and Cell Phone and/or supporting software used to access College resources and manage the College resources in a cost effective and secure manner.

   A SmartPhone or cell phone is a tool provided to employees for the specific purpose of supporting College business activities.

2. **FACTORS TO BE CONSIDERED**

   Blackberries are the supported SmartPhone technology of the College. Other SmartPhones will be allowed ONLY if they do not result in additional costs to the College or interfere with the College's processes and work.

   SmartPhone and cell phones are an extension of all other IT related equipment and fall under the Use of Technology Policy.
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3. **RESPONSIBILITY**

   SmartPhone and Cell Phone related hardware, software and other related components are to be approved by the Director, Computer Services. Any new components and all connectivity and SmartPhone and Cell Phone related services are to approved and managed by the Computer Services (IT) department. An IT contact will be named on all contracts so that in the absence of the user, changes can be made when necessary.

4. **ELIGIBILITY**

SmartPhone and Cell Phone devices 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 require phone and e-mail access as a normal function of their position.

A limited College budget is allocated for the support of SmartPhones and cell phones. Device allocation is dependent on available resources within this budget.

It is recognized that some College programs or projects receiving external funding have needs for remote communications outside of the usual College requirements. Smartphones and Cell Phones can be allocated in these circumstances, provided that all related expenses are paid from the program or project. In these instances, Computer Services will request an annual journal entry for the expenses. All other College practices for the device will apply, including the Request for a device (Appendix A).

Requests for SmartPhones and Cell Phones will be made to the requestor's immediate supervisor using the Request for SmartPhones and Cell Phones form (see Appendix A). A request supported by the immediate supervisor also requires the approval of the applicable Vice President or the Dean, Negahneewin College of Academic and Community Development (NCACD), prior to being submitted to the Director, Computer Services. Devices will be assigned to staff only when College resources allocated to the corporate Smartphone/Cell Phone budget permit.

If an employee changes positions or employment with the College is terminated, the assigned SmartPhone and Cell Phone device and all associated accessories must be returned to IT.

Computer Services maintains a set of general purpose SmartPhones available for loan by College staff. These are intended for occasional use when travelling or other reasons requiring an employee to have access. Devices for loan are requested or reserved at the Computer Services Helpdesk.

5. PERSONAL SMARTPHONE

Employees may request that their personal SmartPhone be linked with their College e-mail account. In such an instance the user will be required to pay any software licensing costs incurred by the College to provide the connectivity.

All restrictions on use and appropriate use guidelines contained in this practice and the Use of Technology policy must be followed. Failure to do so will result in an employee's access being terminated.

6. APPROPRIATE USE

All SmartPhone and Cell Phone devices, whether College owned or personal, connected to the College SmartPhone and Cell Phone Enterprise Server must be physically secured by the user including the use of a password.

Prior to connecting to the College network, software and related services must be registered with IT. No SmartPhone and Cell Phone user will make modifications of any kind to devices connecting to the College network without the express approval of IT.

The SmartPhone and Cell Phone user agrees to immediately notify their supervisor and IT of any incident or suspected incident of unauthorized access and/or disclosure of any sort.

IT maintains the exclusive right to deny access without notice if they feel that College's servers, data, or other users are at risk.

Confederation
C O L L E G E

Request for a SmartPhone and Cell Phone

I require a:

☐   Blackberry SmartPhone or   ☐   Cell Phone

For the following work related purpose(s):

_____

_____

_____

_____

_____

Requestor's Signature: _____

I support the request for the following reason(s):

_____

_____

_____

Supervisor's Signature: _____ Date: _____

I concur:

_____
Vice President or Dean, Negahneewin College of Academic and Community Development, signature

Date: _____

Please forward approved requests to the Director, Computer Services