
Mobile Communication Devices

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Category:	Administrative
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POLICY

The College recognizes that mobile communication devices - “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, the College maintains and enforces this Policy to help the College maximize security while also managing costs.

PURPOSE

The College will provide appropriate Smartphones to employees who require them to effectively perform their employment duties for the College.

Smartphones 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.

Smartphones issued by the College are the property of the College who may exercise its rights of ownership without limitation. As the 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 smartphones and applicable voice / data contracts. Smartphones 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 Chief Information Officer.

SCOPE

Employees – Faculty, Excluded and Support

PROCEDURE

Employees issued College-provided smartphones are responsible for the security of those devices. In the event a College-provided smartphone 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 smartphone and de-activate the device and associated account.

ACCEPTABLE USE

Use of all smartphones are subject to the College's *Technology Use* policy. College-provided smartphones are intended to be used for fulfilling business responsibilities. The use of College-provided smartphones for personal reasons is discouraged. If smartphone, 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 smartphones except for appropriate mobile versions of applications that are available inside the NLC portal.

The College will not support, financially or technically, any personally owned smartphones.

No employee may connect, dock or otherwise synchronize any unapproved mobile communication devices with any College computer, laptop, server, system or network. Selection of smartphones will be determined by the Chief Information Officer.

Smartphone 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 smartphone use, lowering of service levels, and / or responsibility for reimbursement to the College of excessive service fees and / or charges.

RETURN OF SMARTPHONE

College owned Smartphones must be returned to the College when the employment ends or if the employee transfers to a position that does not require a mobile device, all PINS/Passwords must be removed that would prevent the resetting and reallocation of the smartphone.

DEFINITION

- **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.

STAKEHOLDERS

All staff with NLC provided smartphones

RELATED POLICIES AND REFERENCES

A-3.09 – Information Technology Acceptable Use

History

Created/Revised/Reviewed	Date	Author	Approved By
Created	November 2011		
Revised	December 2022	Ryan Moran	Policy Committee

Next Scheduled Review Date

Dec 2027