



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATION

**Regulation Name:** Staff Cell Phone Acceptable Use      **Regulation Code:** BA-1.4.6  
**Section:** Business and Administrative Services      **Policy Code Reference:** BA-1.4

Established: November 10, 2009  
Revised or  
Reviewed: January 20, 2014; May 21, 2024

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### 1. OBJECTIVE

This administrative regulation establishes guidelines for the acceptable use of Board-owned and personal cell phones. It also defines guidelines for the reimbursement of personal cell calls and services by Board employees. The guidelines are designed to reduce unnecessary cell phone costs to the Board and to comply with provincial mandates regarding cell phone use.

### 2. DEFINITIONS

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

### 3. APPLICATION

This administrative regulation applies to all employees who use Board-owned or personal cell phones for Board business or personal purposes. This administrative regulation also applies to all departments and schools that incur costs related to cell phone services.

### 4. RESPONSIBILITY

- 4.1 The Director of Education is responsible to allocate staff and resources to support this policy and associated administrative regulations.
- 4.2 The Executive Officer of Information and Communications Technology (ICT), or designate, has the principal responsibility for administering and monitoring the Board cell phone plan and services.
- 4.3 Supervisors have the responsibility for ensuring that their staff comply with the guidelines and procedures outlined in this administrative regulation.

## 5. PROCEDURE

### 5.1 General

It is recognized that employees, from time to time, will use Board cell phones for personal, non-job-related purposes. While minimal personal use is acceptable within the allowances set out in the corporate calling plan, an employee's first responsibility with the device is the performance of their job. Therefore, excessive personal use of the cell phone is inappropriate.

The Board cell phone plan has been established based on selection criteria such as coverage area, pricing plans, hardware prices, and additional services. Costs related to these services will be the responsibility of the department or school. Department heads may establish cell phone use procedures that are more, but not less, restrictive than those outlined in these guidelines.

### 5.2 Security of Calls

It is very important to note that no cell phone conversation is secure. Cell phone calls are essentially wireless transmissions and are subject to **snooping** at any time. A cell phone should not be used for sensitive conversations, or for confidential Board business, as the call could be intercepted.

Any cell phone that also stores data (e.g., smartphone) must be password protected.

### 5.3 In-car Use

Cell phone users in vehicles will comply with the conditions set out in Bill 118, Countering Distracted Driving and Promoting Green Transportation Act. Cell phones, mobile devices, GPS systems, etc., may now only be used while the vehicle is parked, or if the device is in hands-free mode. The Board does not endorse cell phone use while driving, and employees are not expected to do so. The Board does not provide hands-free devices for cell phone use in cars.

### 5.4 Cell Phone Etiquette

Employees are asked to remain aware of their surroundings and be considerate of others when using cell phones. Phones should be turned off during meetings or set to vibrate only, including conference calls and videoconference meetings. Employees are to obey postings in areas that prohibit cell phone use (e.g., airplanes, hospitals) and try to conduct cell phone conversations in a normal tone of voice. If reception is poor, a raised voice will not help, as the trouble is likely related to the digital signal. It is best to end the call and try again from a clearer area.

## **5.5 Managing Costs**

The Board has secured the best cellular calling plan possible, which includes set rates for hardware, software, upgrades, local and long distance calling and other services. Employees must be aware of their cell phone plan and strive to remain within it. Cell phones ordered on the Board plan are committed for a three-year contract.

Cell phone bills are subject to review or audit at any time. The Information and Communications Technology (ICT) Department will monitor usage and will flag suspicious or unusual activity. It may be that the activity is valid, in which case the plan will be reviewed for best fit. Identified misuse of cell phones can result in termination of cellular services. Individuals will also be required to compensate the Board for personal calls that cause the bill to exceed the monthly service rate.

## **5.6 Loss or Theft**

When a cell phone is used (Board or personal) to access Board services or data (i.e., email or staff or student contact information), the phone must be secured using the Board's mobile device management software.

The Information Communications Specialist must be notified immediately when a cell phone is lost or stolen so that appropriate action can be taken with the cell phone provider.

If the loss/theft occurs on a weekend or holiday, employees must notify Bell Mobility at 1-800-667-0123 immediately, in order to have service suspended, and inform the ICT Department upon return to work.

## **5.7 Technical Support**

The Board cell phone plan and all associated services are administered by the ICT Department, and any service or repair issues with Board equipment are to be addressed with the Information Communications Specialist.

5.7.1 If the equipment is defective and is covered under warranty, the wireless provider will replace it at no cost. Where the warranty has expired, the repair cost will be borne by the department or school.

5.7.2 If the equipment is damaged through negligence on the part of the user, the repair or replacement cost will be borne by the user, department or school.

5.7.3 Cell phone queries and requests should be addressed with the Information Communications Specialist.

5.7.4 The ICT Department cannot support personal phones. This applies to both the hardware and any synchronization with Exchange. If the device is a multifunction phone, the user will comply with Section 5.2 of this administrative regulation and secure it with a password before storing any Board information.

## **5.8 Billing and Reimbursement**

The ICT Department will process all bills for Board cell phones and will charge individual departments and schools for costs incurred. Bills will be made available to departments and schools for review.

While some limited personal use of Board phones is permissible, personal use that exceeds the Board rate plan must be reimbursed to the Board by the employee.

Employees may, at the discretion of their supervisor, use personal cell phones to conduct Board business, and expense business calls to the Board. Reimbursement amounts will be limited to the cost of the standard Board cellular plan.

## **6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS**

Board Policies:

[BA-1.4, Information and Communications Technology](#)

[ES-1.6, Personal Electronic Devices](#)

Administrative Regulations:

[BA-1.4.1, Information/Instructional Technology Plan](#)

[BA-1.4.2, Telecommunication Services](#)

BA-1.4.3, Technology Standards

[ES-1.6.1, Personal Electronic Devices](#)

## **7. REFERENCE DOCUMENTS**

Legislation:

[Countering Distracted Driving and Promoting Green Transportation Act](#)