

Policy Name	Mobile Communication Devices (MCD) Usage		
Policy #	807	Category	Information Management
Policy Sponsor	Associate Vice-President, Financial Services	Previous Revision Date	September 6, 2018
Policy Approved by	President & CEO	Issue or Revision Date	February 2024
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	February 2029

See the related [PROCEDURES](#)

PURPOSE

The purpose of this policy is to provide a consistent framework for the provision, possession, maintenance, and appropriate use of mobile communication devices (MCDs) and their services.

SCOPE

This policy applies to all employees who utilize Saskatchewan Polytechnic (Sask Polytech) MCDs for Saskatchewan Polytechnic business.

GUIDING PRINCIPLES

With respect to MCDs, Sask Polytech is committed to the following:

1. Assisting employees in communicating effectively with other employees and outside clients/vendors.
2. The integrity and performance of the infrastructure, a common set of security standards, procedures and guidelines required to protect Sask Polytech's data, applications, computing system, and technology.
3. The right to privacy, but not absolute privacy, of files, data, and electronic mail.

POLICY

1. Sask Polytech employees are eligible to obtain a Sask Polytech MCD with accompanying data or data and voice plans, if approved by the employee's Senior Leadership Team (SLT) member with the completion of the application form
2. The primary use of Sask Polytech MCDs is for business related purposes. However, incidental personal use is allowed pursuant to Sask Polytech policies and as detailed in the procedures.
3. All MCDs purchased by Sask Polytech are the property of Sask Polytech.

4. Sask Polytech MCDs are required to be configured with authentication (PIN, password, fingerprint, or facial recognition) to start and unlock the device to ensure electronic files, data, email messages, or other potentially sensitive Sask Polytech data is kept confidential and protected in the event of a lost device or theft.
5. Employees who have an MCD on the Sask Polytech corporate agreement agree to comply with Sask Polytech's policies and procedures in the use of this technology.
6. Employees are responsible to comply with provincial and federal laws regarding the use of MCDs while driving and prevent MCD use that jeopardizes employee safety.
7. Sask Polytech does not reimburse employees for their personal phones. Occasional reimbursement of direct costs associated with the use of a personal phone for Sask Polytech business can be allowed with VP approval.
8. Sask Polytech data and information transmitted via an MCD qualify as institutional records and subject to all policies and applicable privacy legislation, including those relating to data security, data retention and e-discovery. Employees have an expectation of privacy, but not an absolute expectation of privacy when using Sask Polytech issued devices.
9. All MCDs that are not personally owned are to be purchased and upgraded through the Procurement Department.
10. It is the responsibility of Sask Polytech personnel to advise Procurement when travelling out of country on Sask Polytech business; see related Procedures.
11. Failure to adhere to the MCD policy, and its related procedures, may result in disciplinary action ranging from loss of MCD to termination, depending on the severity of the violation.

DEFINITIONS

Mobile Communication Devices (MCDs): are devices capable of voice and/or data communication while the device is not physically attached to a network.

RELATED POLICIES/DOCUMENTS

303	Use of Saskatchewan Polytechnic Equipment and Resources
504-b	Management Authorities Grid
601	Harassment Prevention and Response
605	Sexual Violence Prevention and Response
703	Code of Conduct
801	Appropriate Use of Information Technology Resources
802	Data Management
806	Information Technology Security
413-G	Procurement
414	Saskatchewan Polytechnic Asset and Materials Disposal

APPLICABLE LEGISLATION OR REGULATIONS

The Local Authority Freedom of Information and Protection of Privacy Act