



POLICY STATEMENT

Policy Name	Mobile Communication Devices (MCD) Usage		
Policy #	807	Category	Information Management
Policy Sponsor	Associate Vice-President, Financial Services	Previous Revision Date	February 4, 2013
Policy Approved by	President & CEO	Issue or Revision Date	September 6, 2018
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	September 2023

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 its services.

SCOPE

This policy applies to all staff, faculty and board members who utilize Saskatchewan Polytechnic MCDs for Saskatchewan Polytechnic business.

GUIDING PRINCIPLES

With respect to MCDs, Saskatchewan Polytechnic 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 Saskatchewan Polytechnic's data, applications, computing system and technology.
3. The right to privacy, but not absolute privacy of files, data and electronic mail.

POLICY

1. Saskatchewan Polytechnic employees are eligible to obtain a Saskatchewan Polytechnic 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 found online under procurement.
2. The primary use of Saskatchewan Polytechnic MCDs are for Saskatchewan Polytechnic business related purposes. However, incidental personal use is allowed pursuant to Saskatchewan Polytechnic policies and as detailed in the procedures.
3. All MCDs paid for by Saskatchewan Polytechnic are the property of Saskatchewan Polytechnic.

4. Employees with Saskatchewan Polytechnic MCDs must password-protect the device to ensure electronic files, data, email messages, or other potentially sensitive Saskatchewan Polytechnic data is kept confidential and protected in the event of a lost device or theft.
5. Employees who have been issued a Saskatchewan Polytechnic supported MCD agree to comply with Saskatchewan Polytechnic's Code of Conduct, 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. Saskatchewan Polytechnic does not reimburse employees for their personal phones and for the use of personal phones unless approved by the employee's SLT member.
8. Saskatchewan Polytechnic data and information transmitted via an MCD qualify are records of Saskatchewan Polytechnic, 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 Saskatchewan Polytechnic issued devices.
9. Saskatchewan Polytechnic reserves the right to monitor the usage of all Saskatchewan Polytechnic MCDs, in accordance with applicable privacy legislation.
10. All MCDs that are not personally owned are to be purchased and upgraded through the Procurement Department.
11. It is the responsibility of Saskatchewan Polytechnic personnel to advise Procurement when travelling out of country on Saskatchewan Polytechnic business; see related Procedures.
12. 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
504a	Management Authorities Grid
601	Harassment
605	Violence
703	Code of Conduct
801	Appropriate use of Information Technology Resources
802	Data Management
806	Information Technology Security
1002-G	Procurement
1003	Saskatchewan Polytechnic Asset and Materials Disposal

APPLICABLE LEGISLATION OR REGULATIONS

The Local Authority Freedom of Information and Protection of Privacy Act