

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	Revision Date	September 6, 2018
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	See Policy Review Date or As Required

See the related [POLICY](#).

DEFINITIONS

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

PROCEDURES

General Use

1. Employees are responsible for the safekeeping (security), care and use of the MCD and attachments assigned to them.
2. Replacing lost or damaged equipment due to negligence may be at the employee’s expense.
3. An annual MCD inventory list and cell phone usage report of their respective departments is provided to senior management for review. Departments are requested to review and provide feedback to ensure there is still a business need for previously approved cellular phones and to ensure that employees know and adhere to Saskatchewan Polytechnic’s MCD policy.

Eligibility

1. Saskatchewan Polytechnic employees are eligible to obtain a Saskatchewan Polytechnic MCDs with accompanying data or data and voice plans as per the policy.
2. The employee must submit an MCD application form, authorized by their respective senior leadership team (SLT) member.
3. Employees who do not meet the approval criteria may submit a request to their SLT member explaining the business reasons for obtaining a Saskatchewan Polytechnic MCD.

Establishing MCD Phone Service - Procurement Process

1. Forward an authorized MCD application to Procurement.
2. Employees will contact the Helpdesk to activate the device on the Saskatchewan Polytechnic network.

Upgrades and Changes to Data plans

1. MCD upgrades will not be allowed until the device's contract has expired, the asset has fully depreciated or the device has been damaged and is unrepairable.
2. The employee's senior management assembly (SMA) member must approve all upgrades by completing the Saskatchewan Polytechnic Cell Phone Upgrade and Request Change form available on MySaskPolytech website through Procurement.
3. Employees with their own personal device who wish to upgrade within the Saskatchewan Polytechnic corporate account must:
 - a) Ensure there is no outstanding amount owed on the personal device;
 - b) Have completed a SaskTel transfer form;
 - c) Have completed a MCD application form; and
 - d) Understand the upgraded (new) device becomes the property of Saskatchewan Polytechnic.
4. All additional packages (e.g., out of country, or increased data plans) must be obtained by completing a Saskatchewan Polytechnic Cell Phone Upgrade and Request Change or Travel form.

Standard Contracted Plan

1. Saskatchewan Polytechnic's corporate plan is negotiated by the Ministry of Central Services.
2. Replacement of MCDs and device accessories within three (3) years of the original purchase date is discouraged.
3. Financial Services regularly reviews the usage of MCDs and will recommend to the employee's SMA member any changes to the employee's MCD plan when deemed appropriate.

Personal Use Limitation

1. The primary use of MCDs is for Saskatchewan Polytechnic related business and it is the responsibility of the employee and the supervisor to ensure proper usage of the MCD.
2. Employees are accountable for how they use the MCD(s) assigned to them. Employees can expect the right to privacy but not absolute privacy of files, data and electronic mail.
3. An employee may use their MCD for personal use, provided the usage does not exceed Saskatchewan Polytechnic's contracted plan. Over usage is monitored and reported to supervisors. With appropriate cause, devices can be confiscated and searched.
4. The employee may be required to reimburse Saskatchewan Polytechnic for the estimated personal charges in that month if it is determined the personal use that exceeded the monthly plan amount is above the acceptable limit.

Travelling Outside of Canada

1. Saskatchewan Polytechnic's cellular data plan is not covered when travelling outside Canada. To avoid unexpected roaming charges:
 - a. Turn off data roaming by turning on airplane mode, and
 - b. Turn on or connect to Wi Fi wherever possible.
2. In the event work responsibilities change (temporary or otherwise) to require international device connectivity, the employee must complete the following process to avoid personal liability for international device charges:
 - a. Contact their immediate SMA member for approval;
 - b. Complete the travel form; and
 - c. Contact procurement with the approval, understanding the request may take 24 hours to initiate service prior to usage.
3. For those employees going on vacation and are required or wish to have their MCD accessible they must receive their SMA member's approval prior to Procurement temporarily amending the employee's data plan. If this is not required for business purposes, the employee will still require pre-approval and will be required to reimburse Saskatchewan Polytechnic for the contract upgrade. Information on temporary upgrades is available through procurement.
4. Failure to initiate coverage for international service and/or vacation prior to leaving Canada will result in unauthorized charges under this policy, and the employee may be held personally responsible.

Transfer of Ownership (adding or removing MCDs or account numbers) on the corporate account (see upgrade and changes)

1. Transfer of Ownership would occur when an employee wishes to:
 - a. Move a private or personal account to a Saskatchewan Polytechnic corporate account.
 - b. Move a Saskatchewan Polytechnic account and/or MCD to a private or personal account.
 - c. Approval must be authorized by the employee's SLT member.
2. Reassignment of the MCD account number to a personal account must occur at the time of cessation or change of employment.
3. Reassignment of the MCD device to a personal account that is less than three (3) years old, must reimburse Saskatchewan Polytechnic any amount not fully amortized prior to the release of the MCD. All MCDs are amortized over a three (3) year period.

Return of MCDs

1. Leave of Saskatchewan Polytechnic and/or Retirement
 - a. When an employee leaves Saskatchewan Polytechnic it is the employee's responsibility to ensure the MCD and accessories are returned to the departmental supervisor. It is the supervisor's responsibility to ensure the employee returns the MCD and accessories.
 - b. The department will continue to be billed for these services until the MCD has been turned in and Procurement is advised of the change. The department will be responsible for any termination fees should the MCD be returned prior to the end of the contract.

2. Temporary Leaves of Absence

- a. For temporary leaves (e.g., short term sick leave) it will be at the discretion of the SMA member whether the:
 - i. MCD is returned to the department and/or Procurement for repurposing; or
 - ii. MCD service is placed on a temporary hold; or
 - iii. Employee retains the MCD during their leave.

3. Long-Term Leaves of Absence

- a. For long-term leaves, such as maternity or long-term disability/sick leave, the employee must hand in the MCD to their supervisor.
- b. It is the responsibility of management to contact Procurement as to the status of the MCD. The ongoing billing of the MCD will remain with the department until advised otherwise.

Disposal of MCDs

1. MCDs cannot be donated. Donating devices risks leaving Saskatchewan Polytechnic open for liability issues.
2. To properly dispose of MCDs, return them to your local Procurement Department.
3. Procurement, together with the ITS department, will dispose of MCDs in an environmental manner, in accordance with the Saskatchewan Polytechnic Information Technology Security Policy (806-G) and the Asset and Materials Disposal Policy (#1003).

MCD Management

1. Users will be added to a Procurement MCD database as their cellular service orders are processed.
2. The appropriate SMA member will be advised where there appears to be non-compliance with the MCD policy and procedural guidelines, for any appropriate follow up.