



## **PURPOSE**

Sturgeon Public Schools provides staff with either the Mobile technology to support teaching, learning or administrative operations, or a monthly stipend to use a personally owned mobile device to complete this work.

## **PRINCIPLES OF USE**

The Sturgeon Public School Division recognized that personally owned equipment can play a valuable role in convenience, efficiency, and productivity of its employees.

This agreement provides rules for the acceptable use of personally owned devices on the corporate network.

## **CONDITIONS OF USE**

### **Reimbursement**

- The Division will provide a monthly allowance from the site based, team or budget for the use of personally owned mobile phone devices for the purpose of conducting business on behalf of the Division. The monthly allowance is based on the amount of business use. The Division is not responsible for any additional costs associated with learning, administering, repairing, or installing of these devices.

### **Required Software for Devices**

- The user will be required to use specific software, determined by Technology Services, to access Division communication or digital files.
  - Outlook is required for Microsoft Exchange Email
  - Teams is required for Microsoft Teams communication
  - Using the Official Gmail from Google is required for Gmail

### **End-User Support**

Users of personally owned devices will not use or request corporate technology resources to support the regular use of their equipment or software. Users are responsible for learning, administering, installing, and setting up their personally owned devices.

References: [AP300 – Security of Personal and Division Information](#)  
[AP721 – Teachers and Professional Development](#)  
[AP727 – Support Staff and Professional Development](#)  
[AP865 – Information and Communication Technology](#)



Technology Services will support personally owned devices as follows:

- Provide basic instruction on how to connect to the network with the access level determined as appropriate by Technology Services.

### **Device Security**

The user must follow the required security practices including:

- Password protecting all personally owned devices.
- Not leaving personally owned devices unattended.
- Notifying Technology Services immediately if the device gets lost or stolen.

### **Third-Party Applications on Devices**

Technology Services reserves the right to block or limit the use of certain third-party applications, such as those that probe the network or share files illegally, that may harm the corporate network.

### **Remote Removal of Data Access**

While the Division does not own the device, they do own all division data. Therefore, The Sturgeon Public School Division reserves the right to remotely remove the ability to access Sturgeon Public School division data on a personal device. The user must agree to a full removal of all Sturgeon Public School Division data from the personally owned device if they leave the Division. This will be confirmed by the user to the department of Human Resources upon leaving the Division.

### **Reporting Security Concerns**

The user agrees to report the following to their immediate supervisor and Technology Services immediately:

- If the device is lost or stolen.
- If the device has been attacked with malware, a virus or any other suspicious attack.
- Any other security concern with regards to company data.

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[AP721 – Teachers and Professional Development](#)  
[AP727 – Support Staff and Professional Development](#)  
[AP865 – Information and Communication Technology](#)




### ACKNOWLEDGEMENT

Prior to using personal devices for Division’s business purposes, each employee is expected to have read the entire Personal Use of Mobile Device Procedure and the Responsible Use of Technology Resources Procedure.

The request for a monthly stipend to use a personally owned mobile device to complete Division work should be made annually.

If you have any uncertainty regarding the content of these policies, you are required to consult your supervisor. This should be done prior to signing and agreeing to the Personal Use of Mobile Device procedure.

A decorative graphic on the left side of the page, consisting of a red semi-circle at the top, a dark blue vertical bar in the middle, and a light blue vertical bar at the bottom.

References: [AP300 – Security of Personal and Division Information](#)  
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**Release of Liability and Disclaimer to Users**

I, \_\_\_\_\_ hereby acknowledge that the use of personally owned devices in connection with Division services carries specific risks, for which I, as the end user, assume full liability.

In the case of litigation, the Division may request access to a user’s personally owned device.

I have read and understand the Personal Use of Mobile Device Procedure, and I understand the requirements and expectations of me as an employee.

Staff Member (Print): \_\_\_\_\_

Staff Member Signature: \_\_\_\_\_

Personal Mobile Device Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

Administration will use the following schedule to determine the appropriate allowance:

- Minimal use (30% to 49% business use) - \$25/ month
- Moderate use (50% to 74% business use) - \$50/month
- Heavy use (75% to 99% business use) - \$75/month

Supervisor Use Only

Supervisor Name (Print): \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date Approved: \_\_\_\_\_

Allowance Approved \_\_\_\_\_ GL Code to cover expense: \_\_\_\_\_

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