



**Date:** May 22, 2024 **Agenda Item:** 8.7

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Jonathan Konrad, Deputy Superintendent, Education Services

**Governance Policy:** [Policy 225: Role of the Board](#)  
[Policy 700: Superintendent of Schools](#)

**Additional Reference:** [Administrative Procedure 470: Cell Phone Provision](#)

**Assurance Domain:** Governance

**Superintendent Leadership Quality Standard (SLQS)**  
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):  
Building Effective Relationships  
School Authority Operations and Resources  
Supporting Effective Governance

**Subject:** **Administrative Procedure 871: Use of Personal Mobile Device for Division Business**

---

**Purpose:**

For information.

**Background:**

Attached for Trustee information is *Administrative Procedure 871: Use of Personal Mobile Device for Division Business*.

In order to support the Board's commitment to fiscal responsibility, Administrative Procedure 871 has been revised to more accurately reflect Staff use of Personal Mobile devices for conducting Sturgeon Public business.

Administration is prepared to respond to questions at the May 22, 2024, Public Board meeting.

**Attachment(s):**

1. Administrative Procedure 871: Use of Personal Mobile Device for Division Business - Tracked Changes
2. Administrative Procedure 871: Use of Personal Mobile Device to Access Division Services Agreement - Exhibit 1 - Tracked Changes
3. Administrative Procedure 871: Use of Personal Mobile Device to Access Division Services Agreement - Accepted Changes

# **Administrative Procedure 871**

## **Use of Personal Mobile Device for Division Business**

### **Responsible Administrator:**

Deputy Superintendent, Education Services

### **PURPOSE**

This procedure is part of the Division's Responsible Use of Technology strategy. For eligible staff members, an alternative to a Division provided mobile device is a monthly reimbursement to the employee.

Security of information, and the tools that create, store and distribute that information are vital to the long-term health of our organization.

The reimbursement is intended to cover the following:

- Business portion of the mobile device plan through a service provider
- A portion of the monthly reimbursement is to be considered for future physical device replacement/upgrade

This procedure applies to all employees who have been identified as requiring a mobile phone for the purpose of conducting business on behalf of the Division. These employees are identified by the Associate Superintendent, Corporate Services.

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

### **PROCESS**

The Deputy Superintendent, Education Services is responsible for maintaining this Administrative Procedure.

### **PROCEDURE**

1. Principals and Supervisors shall review the following documents with all school-based employees and employees that require a cell phone to conduct School Division business:

- 1.1 this Administrative Procedure.
- 1.2 Use of Personal Mobile Device for Division Business Agreement (Exhibit 1).
- 1.3 AP870 - Responsible Use of Technology Services.

2. The Use of Personal Mobile Device for Division Business Agreement (Exhibit 1) will be reviewed and signed by interested parties annually.

3. Technology resources shall not be used to campaign, canvass for support, debate, or in any other manner encourage Division employees to take political action.

4. Technology resources shall not be used to promote positions in conflict with Division policies, programs, or other operational guidelines or directives.

5. Sturgeon Public Schools monitors network activity. If the Division discovers activities that do not comply with applicable law or Division policy, records will be retrieved in accordance with due process.

6. Users that wish to access the Division's network using their personally owned device may do so using only authorized software and only with the approval of the user's supervisor and the Technology Services department. Users must follow the same rules when ~~accessing~~~~access~~ the network from both corporate-issued equipment and personally owned devices. When connected to the Division's network, the user will NOT:

- 6.1 Use the service as part of violating the law
- 6.2 Attempt to break the security of any computer network or user
- 6.3 Attempt to send junk email or spam to anyone
- 6.4 Attempt to send a massive amount of email to a specific person or system to flood their server

7. The Division will provide a ~~\$75/monthly~~~~month~~ monthly allowance ~~from the site based, team or department budget~~ for ~~the use 75% to 99%~~ use of personally owned mobile phone devices for the purpose of conducting business on behalf of the Division. The Division is not responsible for any additional costs associated with learning, administering, repairing, or installing of these devices.

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

#### [Exhibit 1](#)

**References:** [AP300 - Security of Personal and Division Information](#)  
[AP721 - Teachers and Professional Development](#)  
[AP727 - Support Staff and Professional Development](#)  
[AP865 - Information and Communication Technology](#)  
[AP870 - Technology Resources Responsible Use SPS Staff Exhibit 1](#)

#### **History**

2022 Aug 22 Initial Approval

2024 May 22 Amended



**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 \$75/month allowance from the site based, team or budget for the 75% to 99% 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.

**Registering Devices**

All personally owned devices that receive an allowance must be registered with the Technology Services department.

**Authorization of Devices**

Technology Services will determine the level of network access for each personally owned device. The user could be granted full, partial or guest access.

Technology Services will install a digital certificate on each personally owned device, which will authenticate the user.

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



### Required Software for Devices

- ~~• The user will be required to allow Technology Services to load security software on each device.~~
- ~~• The user will be required to allow Technology Services to install remote wiping software on each device for the purpose of wiping Sturgeon Public's Intellectual property from the device~~
- The user will be required to use specific software, determined by Technology Services, to access Division communication or digital files. ~~For example, Microsoft Outlook for division email correspondence.~~
  - 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.

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.

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



### Remote ~~Wiping~~ 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. wipe this data from the user's personally owned device at any time. While it will be the intent to only wipe all Division owned data, the user's personal data could be lost as well. The user must understand and accept this risk.~~

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.

### 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.

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



**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: \_\_\_\_\_

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



## **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.

References: [AP300 – Security of Personal and Division Information](#)  
[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.



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



**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: \_\_\_\_\_

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