

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	Information
Policy Number	AG-5102-01
Policy Title	Corporate Mobile Device (Cell Phone)

POLICY OBJECTIVE

To confirm to District staff what is the Salt Spring Island Fire Protection District’s policy regarding provision of Mobile Devices for use by employees.

STATEMENT OF POLICY

Salt Spring Island Fire Protection District (SSIFPD) will, at its discretion and in accordance with this policy, provide employees with Mobile Devices and telecom carrier services, at the SSIFPD’s expense, for the primary purpose of conducting SSIFPD business.

All Mobile Devices that are paid for by the SSIFPD are the property of the District and the employee is responsible for ensuring the appropriate use of the Mobile Device, as well as the security and safe keeping of the Mobile Device as outlined in this policy.

SCOPE

This Policy applies to all employees required by the Salt Spring Island Fire Protection District to have a Mobile Device.

With the exception of the application of the *BC Freedom of Information and Protection of Privacy Act*, this policy does not apply to non- Salt Spring Island Fire Protection District owned devices used by employees for business purposes, including accessing Salt Spring Island Fire Protection District email accounts.

DEFINITIONS

“*Mobile Device*” shall mean any and all smartphones including Blackberry, Apple, Android or Windows devices, aircards, rocket sticks, cellular phones, pagers, tablets or similar communication devices that require a data or voice plan with the Salt Spring Island Fire Protection District’s mobility vendor.

DEVICE ELIGIBILITY

Salt Spring Island Fire Protection District employees that are authorized to have a Mobile Device will be supplied with either a conventional cell phone, smartphone (e.g. Blackberry, iPhone, Android, etc.) or tablet that are part of the negotiated SSIFPD’s mobility plan.

If additional accessories are required such as a case, extra battery, car charger, etc., the related costs must be approved in advance by the Fire Chief and will be purchased or reimbursed in accordance with SSIFPD’s *Purchasing* and *Staff Expenses*’ policies.

Mobile Device costs will be monitored on a monthly basis by the Fire Chief, including reviewing consumption levels and trend analysis reports at the individual account level. Usage reports will be made available to users on request.

PERSONAL USE

Employees are responsible for knowing their mobility package costs as outlined in District’s Mobility Plan. Charges associated with using a SSIFPD provided Mobile Device for personal communications, including text messages, email and voice calling, will count towards the monthly consumption limit. Therefore, personal use of a company provided Mobile Device should be minimized. Any overages of the monthly plans resulting from personal use must be refunded to the Salt Spring Island Fire Protection District.

EMPLOYEE RESPONSIBILITY

Mobile Devices owned by the Salt Spring Island Fire Protection District and used to conduct business must be used appropriately, responsibly, and ethically. The following must be observed:

- Salt Spring Island Fire Protection District-owned Mobile Devices are the property of the SSIFPD and must be treated, used, and safeguarded as such. If an employee damages or loses a SSIFPD-issued Mobile Device, the employee must notify the Fire Chief immediately.

- If an employee damages or loses a Salt Spring Island Fire Protection District owned Mobile Device, the Fire Chief is responsible for notifying the Corporate Administrator immediately to have the device de-activated.
- No employee is to use Salt Spring Island Fire Protection District-owned devices for the purpose of illegal transactions, harassment, obscene behavior, or in contravention of existing SSIFPD policies.
- Except as permitted under the *Motor Vehicle Act*, employees are prohibited from using a Salt Spring Island Fire Protection District-owned Mobile Device while operating a motor vehicle unless utilizing a hands-free device.
- Mobile Devices must not be loaned to, or used by, persons other than the employee to whom the device is allocated, unless pre-arranged with the Fire Chief.

FREEDOM OF INFORMATION

The activity records for Salt Spring Island Fire Protection District Mobile Devices, including but not limited to: individual calls, e-mails, text messages, and internet access is information that may have to be released to the public under the *Freedom of Information and Protection of Privacy Act* of BC.

In addition, the BC *Freedom of Information and Protection of Privacy Act* extends to work/business related records and communication transmitted and/or accessed by and/or stored on any personal (non- Salt Spring Island Fire Protection District–owned) Mobile Device.

BOARD DISCRETION

The provisions set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

RELATED DOCUMENTS

Policy AG-5101-01 *Use of Information Technology Resources*

Policy AF-3701-03 *Purchasing*

Policy AF-3301-02 *Staff Expenses*

Freedom of Information and Protection of Privacy Act [RSBC1996] Chapter 165

Motor Vehicle Act [RSBC 1996] Chapter 318

APPROVALS

Approval date:	2016-01-18	Approved by:	Board of Trustess
1. Amendment date:		Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	