		EECD 101
Anglophone South School District		**POLICY NO. ASD-S-152**
District Issued Cellular Telephone and Personal Electronic Device Use		

Category	**Finance and Administration**		
Subject	**District Issued Cell Phones and Personal Electronic Device Use**		
Adopted		**Revised**	February 2021

Policy Statement

Anglophone South School District may provide cell phones or Personal Electronic Devices to employees as a business tool to assist in communicating effectively.

Procedures

1. Cell phones or electronic devices must be purchased through the Anglophone South School District in consultation with the appropriate Director and are the property of the Government of New Brunswick.

2. Under no circumstances should the device be used as a replacement for a personal cellular telephone or residential landline. Personal use of the device should be limited.

3. Excessive personal calls and data usage charges will be the responsibility of the user and must be reimbursed to the Province of New Brunswick.

4. Travelling outside the service area (i.e. out-of-province or out-of-country) causes the device to "roam" and can result in expensive charges when making calls, texting, sending e-mail and browsing the internet. It is best to turn the device off when you are travelling and only power it on when required. If you will be travelling outside the service area and have been asked to stay in contact, please notify the Budget & Accounting department staff person responsible for devices and data packages prior to your business trip.

5. Individuals are responsible for the security and maintenance of the devices and must promptly report any damage, theft, loss or vandalism to the appropriate Director.

6. Use of devices is prohibited while driving a vehicle, except using hands free.

7. Cell phones and electronic devices will only be replaced when an upgrade is due.

8. All aspects of Department of Education Policy 311: Information and Communication Technologies Use applies to the appropriate use of electronic information.

Reference

➢ Department of Education Policy 311 – Information and Communication (ICT) Use