

**Town of Deep River  
POLICY / PROCEDURE MANUAL**

<b>Corporate Policies and Procedures</b>				
<b>DEPARTMENT:</b> Administration				<b>POLICY #:</b> IT-06
<b>POLICY:</b> Appropriate Use of Cellular Devices				
<b>DATE OF ORIGIN:</b> Dec. 15, 2021	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b>	<b>APPLICABLE TO:</b>  All Employees	<b>PAGE #:</b>  1 to 4

**POLICY**

Town of Deep River provides specific employees with cellular devices and outlines the appropriate utilization of these electronic devices. A cellular device is defined as but not limited to a cell phone, smart phone, tablet, or cellular enabled personal computer.

**PROCEDURE**

1. Cellular devices are considered mobile electronic hardware and as such are governed by all policies and procedures pertaining to such.
  
2. The System Administrator maintains the cellular device accounts for the Organization, as well as an inventory of said accounts. Employees receiving a cellular device must adhere to Corporate Policy IT-06: Mobile Hardware Security for the storage and use of a cellular device in accordance with the standards set out in said policy to ensure the security of the device.
  
3. The eligibility of an employee for access to a cellular device is at the discretion of the Department Head. In determining whether or not an employee needs a cellular device, the department head will take into consideration the following:
  - (a) Safety / protection;
  - (b) Degree of urgency that messages need to be acted upon;
  - (c) Need for field to office communications;
  - (d) Frequency of usage;
  - (e) Alternative communication devices are unavailable or ineffective;
  - (f) Improvement to customer service; and

- (g) Need for remote email and calendar services.
- 4. When possible, employees with cellular devices are expected to use land lines or internal (WIFI) network connections for communication purposes. Communications using the cellular device should be limited to those times when a landline or network connection is not available, or is not feasible.
- 5. The Town of Deep River does not prohibit employees from using their cellular devices for personal purposes. At the end of each month, employees are required to note any personal calls that were made on the invoice, even if there was no cost to the employer for said calls. **Employees will be charged for all personal calls that exceed the total number of minutes allowed within the corporate plan and will be charged for all personal calls that are subject to Long Distance / Roaming fees.**
- 6. Department Heads are responsible for:
  - (a) approving the acquisition of cellular devices, along with any expenses incurred to the division's budget;
  - (b) annually reviewing cellular device use to authorize their continuation;
  - (c) reviewing and signing-off the monthly cellular device report; and
  - (d) ensuring the employee indicates all personal calls on the monthly invoice.
- 7. Employees are advised that while operating a motor vehicle in the conduct of business for the Town, the use of cellular devices (including hand-held and hands-free cellular devices) presents a hazard. Employees shall adhere to and abide by Provincial laws, rules, statutes and regulations pertaining to the use of cellular devices while operating a motor vehicle.
- 8. All cellular devices are the property of the Town and as such should not be loaned out to non-Town employees (including but not limited to friends, family members or the public) and that all data contained on said device is property of the Town, which at any time can be subject to monitoring, review, deletion or confiscation.
- 9. Any cellular device that has the ability to be password protected and encrypted must have this security feature activated at all times. Employees are not to remove or modify such security features as configured by the System Administrator.
- 10. Cellular Device users must be considerate of their surroundings when they are utilizing such a device to ensure that they are not disruptive or do not appear to be inattentive in their behavior towards Town employees, patients/residents/clients, and/or other members of the public.
- 11. Employees are to report immediately the lost, theft, damage or security breach of any

cellular device to the System Administrator to ensure appropriate measures are taken to secure and disable the device.

12. Cellular devices that contain digital imaging features will be subject to the following:

- (a) any employee with a cellular device with enabled digital imaging features will respect the privacy of Hospital staff, patients/residents/clients, and the public and will have all identifiable persons complete Appendix A before images are distributed;
- (b) any captured digital imagery will be directly related to one's position within the Corporation, in good taste and not for personal gain or use;
- (c) all captured digital imagery must be transferred and deleted from the device as soon as reasonably possible; and
- (d) there shall not be any identifiable labels on said digital imagery while it is contained on the cellular device.

## **Appendix A**

### Release of Digital Imagery

**APPENDIX A**

**Release of Digital Imagery**

INFORMATION  
TECHNOLOGY

**PICTURE RELEASE FORM**

I \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_  
(Print name) (Street address) (Town)

give permission for Town of Deep River to use my photo in published articles, website, newsletters, flyers, posters, brochures and presentation materials (e.g.: PowerPoint presentations).

Date: _____	Signature: _____
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