



College Policy & Procedures Manual	
Category	Information Technology
Policy #	8.2

Mobile Communications

POLICY

The College recognizes that certain job functions require the use of a mobile communication device such as a cell phone or smartphone to conduct official college business.

PURPOSE

This policy provides guidelines regarding the use of these devices for business purposes and the methods available to accomplish this purpose.

SCOPE

This policy applies to employees of the College of the Rockies

GUIDELINES

A. Issuing of Cellphones

A.1 When the job duties of an employee require the frequent use of a mobile device to conduct College business, the College may provide the employee with access to a device using either of the following methods:

A.2 **College Provided Device:**

The College provides a cell phone, smartphone, or similar mobile device to eligible employees when the device is required to conduct College business as per mobile device agreements held by the college.

The costing of these devices is billed back to each individual department, which is responsible for all costs associated with the initiation, operation, cancellation and elimination of the device.

Canada Revenue Agency has advised that if an employer provides an employee with a cellular telephone (or similar device) the service is not taxable as long as the primary purpose is to assist the employee in carrying out their employment duties. If a portion of the device usage is personal, the value of the personal usage should be reimbursed to the college. See appendix "A"

A.3 Reimbursement for personal cell phone use:

If the employee is regularly required by the college to have a mobile device and the employee wishes to use his/her own device for College purposes, and the Department approves, the employee may apply for and receive a reimbursement of a portion the cost of an appropriate data or cell phone plan which is required to facilitate work outside the office or office hours. See appendix "B" for schedule of rates.

The device will be acquired by the employee and the employee must retain an active cell phone or data contract. The IT Helpdesk will assist the user with initial connectivity and back end operational questions. Use of the Device will be subject to any operational policies that are currently in place or may be put in place in the future.

The amount of reimbursement will be based on the business needs. Any claims for reimbursement must not exceed the standard monthly cost of the equivalent College plans. The employee may, at his or her own expense, add extra services or equipment features as desired.

A.4 Reimbursement for occasional use:

If the employee is rarely required to use their personal cellphone for college related business, the college will reimburse them for the specific cost of actual time charges or \$0.10 (10 cents) per minute if the employee has a fixed plan, long distance charges and roaming charges related to the use for college business, and shall not include a percentage reimbursement for the employee's monthly fee, system access charges and other regular fixed fees charged by the system provider.

B. Legal use of a mobile device

- B.1 Employees should use mobile devices in a manner that respects any legislation that governs their usage in the jurisdiction at the time of usage. The college assumes no liability or responsibility for employees who violate these regulations.

C. Bring your own Device

- C.1 Staff are permitted to connect their personal smart phones and tablets to College of the Rockies resources provided they meet the conditions outlined in Appendix C.

Appendix A

Reimbursement of college for personal use of cellphone:

- a. Employees are not required to claim personal use for the actual cost of reasonable personal calls made while travelling in accordance with the terms of their respective Collective Agreement or Travel policy. (Please refer to the appropriate collective agreement or policy 3.2.5 – Travel and Expense claims – for details)
- b. In order to satisfy CRA requirements, employees may incur 50 minutes of ‘local’ personal calls per month without being required to reimburse the college for personal use (not including personal long distance calls). Should the total use exceed the 50 minutes the employee will be required to reimburse the college for all personal calls at the rate of 0.10/min

Appendix B

Staff reimbursement allowance rates 2016 -2017

Depending on the plan they have, employees who are regularly required to use their cellphones for college business and who choose to use their own device are entitled to the following reimbursements.

As per CRA requirements, all claims for reimbursement must be accompanied with cellular carrier bills matching the time period claimed.

200 min voice unlimited texting	1gb Data	TOTAL
20.00	20.00	40.00

Appendix C

BRING YOUR OWN AUTHORIZED DEVICE (BYOAD)

The IT services department at College of the Rockies is charged with the storage and protection of digital information for use by the college community. The information stored by COTR is subject to various acts of both the provincial and federal governments and as such, access to personal or confidential information is guarded closely to ensure that proper custody and control over staff and students' personal and confidential information is retained.

For the purposes of this policy, a mobile device is considered to fall under the categories of tablet computer or Smartphone and may connect to the internet through Cellular networks, WiFi or both. Laptop computers are not considered mobile devices for this policy nor are they eligible for connection to the main College network (COTRNET)

The explosion of and consumerization of mobile devices since 2010 has provided a quandary for the College of the Rockies in its attempt to maintain proper security of the data, while also allowing staff and students to use mobile devices which allow them to stay productive and effective.

The goal of this policy is to effectively balance both of these requirements. This policy applies only to **non-College of the Rockies issued devices**.

Section 1

All staff may apply for access to College of the Rockies email servers via active sync. The decision to utilize your own device for college business carries with it risks that you may not be prepared to accept.

Please read the following carefully:

Staffs are prevented from connecting their devices to the college communications systems until an application has been received and approved by IT Services. This application is available online at <http://www.cotr.bc.ca/portal/?pg=mobileReg>. Staff are hereby informed that by clicking the submit button the online application will be considered to be equivalent to a written signature.

Participation in this service is not mandatory and staff may choose to be removed from the service at any time by informing the IT services dept. in writing through the FAME ticketing system.

IT Services staff will provide assistance on a "best effort" basis. No guarantee of connectivity or user experience is implied or given.

Before participating in this program staff is strongly encouraged to back up their personal data to another location. Users may wish to ensure that this backup occurs on a recurring basis. This backup may be but is not limited to the location/service specified by their device vendor.

<http://www.oipc.bc.ca/guidance-documents/1447>
<http://laws-lois.justice.gc.ca/eng/acts/P-21/index.html>

Section 2 Policy application

- Your device will lock after 5 minutes of inactivity requiring reentry of your password.
- Your device will include password rotation every 180 days.
- The password must be a minimum of 4 digits.
- The password must not be one of your previous four passwords.
- Your device will be remote wiped if:
 - a. you lose the device
 - b. you terminate employment with College of the Rockies and fail to have the device removed from our system manually.
 - c. IT Services detects a data or policy breach or virus; or
 - d. if you incorrectly type your password 10 consecutive times.
- Your device will allow for the remote wipe of data. This information may include your personal data the College of the Rockies assumes no liability for the deletion of personal data.
- Staff that lose their devices are expected to report this loss to IT Services in a reasonable timeframe.

In addition to the above security settings, all users are expected to use their device in an ethical manner as laid out by the use of technology guidelines. Using your device in ways not designed or intended by the manufacturer is not allowed. This includes, but is not limited to "jailbreaking" your device.

Personal smartphone: A personal smartphone can be connected to the College of the Rockies infrastructure (ActiveSync Service), but the user is personally liable for all device and carrier service costs. Users of personal Smartphones eligible for expense reimbursement of carrier services. Users of personal smartphones must agree to all terms and conditions in this policy to be allowed access to those College of the Rockies services.

Users of personal Smartphones are not permitted to connect to College of the Rockies infrastructure without documented consent from College of the Rockies IT Services. Furthermore, College of the Rockies and College of the Rockies IT Services reserve the right to disable or disconnect some or all services without prior notification.

Release of Liability and Disclaimer to Users of Personal Smartphones Users(College of the Rockies hereby acknowledges that the use of a personal Smartphone in connection with College of the Rockies business carries specific risks for which you, as the user, assume full liability. These risks include, but are not limited to, the partial or complete loss of data as a result of a crash of the OS errors, bugs, viruses, and/or other software or hardware failures, or programming errors which could render a device inoperable.

Applicants for this service are strongly advised to back their personal data up to the external service or device of their choice.

College of the Rockies hereby disclaims liability for the loss of any such data and/or for service interruptions. College of the Rockies expressly reserves the right to wipe the end users device(s) at any time as deemed necessary for purposes of protecting or maintaining the College of the Rockies service.

Furthermore, depending on the applicable data plan, the software may increase applicable rates. You are responsible for confirming any impact on rates as a result of the use of: College of the Rockies - supplied applications as you will not be reimbursed by College of the Rockies. Finally, College of the Rockies reserves the right, at its own discretion; to remove any College of the Rockies supplied applications or services from your device as a result of an actual or deemed violation of the College of the Rockies Use of Technology guidelines.

College of the Rockies hereby disclaims liability for the loss of any personal devices.

List of Supported Operating Systems

The following are supported for connection to the College of the Rockies email system through a best effort system. We will try to accommodate the connection of the following devices only. No hardware or other services will be provided to end users. This list is subject to change without notice.

Android

Android 2.3 and higher for smartphone and tablets.

Apple

IOS 4.1.1 and higher for iPhone and iPad

Blackberry

Blackberry OS 10 and higher

Windows Phone

Version 7.5 and higher 4

Windows 8.1

Windows 8.1 RT and higher