



VILLAGE OF TAHSIS			
Policy Title:	Mobile Device Policy	Policy No.	4022
Effective Date	January 20, 2021	Supersedes	
Approval	Council	Resolution Number	060/2021

1. DEFINITIONS:

Cell Phone: means a mobile telephone with built-in access to a cellular network, offers voice and texting capabilities and may have a camera and other applications

Mobile Device: means cell phone or smartphone, usage plans and related peripherals

Smartphone: means a mobile phone offering many functions of a computer with a touchscreen interface and includes voice and text, and capabilities such as email, calendar, internet browser and ability to run applications.

2. PURPOSE

The purpose of the policy is to ensure that mobile devices are procured, managed and used cost-effectively, safely and appropriately by Village employees. The policy supports the Village in meeting federal, provincial and Village of Tahsis privacy and electronic data security requirements for information management and electronic communication.

3. SCOPE

The policy applies to users of the Village’s information management and information technology environments including employees, contractors, volunteers and any other person acting on behalf of or conducting business for the Village. The policy applies regardless of physical location.

4. POLICY

- A. A mobile device will be provided to staff, where appropriate, for conducting Village business. It is recognized that wireless communication through mobile devices aids in conducting Village business and employees performing job functions more efficiently.

Mobile devices are intended for Village business but limited personal use is permitted. Staff are accountable for proper usage to minimize cost and risk.

- B. E-mails, text messages, pictures, videos, phone calls, social media posts, messages sent using messaging apps, and internet use using a Village-issued mobile device are information and records which may have to be disclosed to the public under the *Freedom of Information and Protection of Privacy Act*.

- C. Employees requesting a mobile device must demonstrate a need for voice, data or text capability while meeting one or more of the following criteria:

- employee works away from an office as part of their regular duties
- employee regularly works in an “on call” capacity
- employee has a responsibility for key Village operations and is required to respond to emergency incidents
- employee is away from their desk or office (while working) for lengthy periods of time and the resulting lack of communication impacts their ability to perform their job function
- employee needs mobile communication for personal safety or often works alone

- D. Departmental spending authority and CFO approval is required for the issuance of a mobile device. The Village’s procurement policy must be followed in acquiring mobile devices.

- E. The Information Technology Coordinator (ITC) is responsible for establishing approved models for:

- cell phones
- smartphones

The ITC is also responsible for establishing usage plan options and costs, device costs, extended warranty or care options and costs, and common peripherals and costs. The ITC will review monthly billing records to monitor use and bring to the CFO’s attention unusual activity, e.g., individuals with high cost or showing no usage. The ITC will also maintain an inventory of all Village owned mobile devices.

- F. Reasonable personal use of a mobile device is allowed, provided that it does not interfere with Village business and does not place Village assets, reputation or data at undue risk. Activity records resulting from personal use, like those resulting from work use, is information which may have to be publicly disclosed under *the Freedom of Information and Protection of Privacy Act*. Employees will reimburse the Village for all costs incurred due to personal use.
- G. Only applications, media and other software approved by the ITC are allowed on Village owned mobile devices.
- H. Employees are not required to use their personal mobile devices to perform Village business. The Village will not reimburse employees for using their personal mobile device when used for Village business.
- I. Security is of the utmost importance as each mobile device is an entry into the Village's systems and data. The ITC, working with the Village's information technology provider, will develop security policies and guidelines for mobile devices. Employees are prohibited from attempting to circumvent these policies and guidelines. Doing so may result in disciplinary action up to and including termination.

The ITC is responsible for configuring, managing and securing mobile devices which may include:

- performing updates to operating systems and software applications
- removal and installing software applications
- configuring of security settings

The ITC will remotely lock down or data wipe devices if:

- a device's security is compromised
- a device is lost or stolen, or suspected to have been stolen

- J. Employees issued a mobile device will comply with municipal, provincial and federal laws regarding the use of devices while operating vehicles or power equipment. Except as noted below, employees will not hold or operate a mobile device while operating a moving powered vehicle or equipment. Employees must safely park a vehicle out of traffic flow before using a mobile device.

Employees may use a Smartphone while operating a vehicle provided all of the following conditions are met:

- it is not held in their hand; and
- it is secured on their body or within the vehicle in such a way that it does not impeded sight lines to mirrors or vehicle windows; and
- it is configured for hands free use.

- K. Mobile device costs are the responsibility of the employee's department.
- L. The ITC is responsible for providing support to Village employees using Village issued mobile devices.
- M. Employees do not have the option of "buying out" Village owned devices.
- N. As some employees may only need a mobile device occasionally, the ITC may maintain a small number of "loaner" mobile devices to sign out to Village employees as needed.
- O. Mobile device technology is changing rapidly introducing new capabilities and practices, many of which expose the Village to risk, cost and security implications. The ITC, working with the Village's information technology provider, will develop an Acceptable Use Guidelines which will balance usability with security. The guidelines will provide direction on topics such as:
- acceptable use agreement forms
 - compliance with the *Freedom of Information and Protection of Privacy Act*
 - use of 3rd party applications and other software
 - device security guidelines, e.g., password complexity
 - use of external Wi-Fi networks
- P. Any violations of this policy may result in disciplinary action up to and including termination.