PURPOSE

Sturgeon Public Schools provides staff with either the Mobile technology to support teaching, learning or administrative operations, or a monthly stipend to use Personally owned mobile device to complete this work.

PRINCIPLES OF USE

The Sturgeon Public School Division recognized that personally owned equipment can play a valuable role in convenience, efficiency, and productivity of its employees.

This agreement provides rules for the acceptable use of personally owned devices on the corporate network.

CONDITIONS OF USE

Reimbursement

- The Division will provide a $75/month allowance for the 75% to 99% use of personally owned mobile phone devices for the purpose of conducting business on behalf of the Division. The Division is not responsible for any additional costs associated with learning, administering, repairing, or installing of these devices.

Registering Devices

- All personally owned devices that receive an allowance must be registered with the Technology Services department.

Authorization of Devices

- Technology Services will determine the level of network access for each personally owned device. The user could be granted full, partial or guest access.

- Technology Services will install a digital certificate on each personally owned device, which will authenticate the user.

Required Software for Devices

- The user will be required to allow Technology Services to load security software on each device.

References: *AP300 – Security of Personal and Division Information*
             AP721 – Teachers and Professional Development
             AP727 – Support Staff and Professional Development
             AP865 – Information and Communication Technology

- The user will be required to allow Technology Services to install remote wiping software on each device for the purpose of wiping Sturgeon Public's Intellectual property from the device

- The user will be required to use specific software, determined by Technology Services, to access Division communication or digital files. For example, Microsoft Outlook for division email correspondence.

End-User Support

Users of personally owned devices will not use or request corporate technology resources to support the regular use of their equipment or software. Users are responsible for learning, administering, installing, and setting up their personally owned devices.

Technology Services will support personally owned devices as follows:

- Provide basic instruction on how to connect to the network with the access level determined as appropriate by Technology Services.

Device Security

The user must follow the required security practices including:

- Password protecting all personally owned devices.

- Not leaving personally owned devices unattended.

- Notifying Technology Services immediately if the device gets lost or stolen.

Third-Party Applications on Devices

Technology Services reserves the right to block or limit the use of certain third-party applications, such as those that probe the network or share files illegally, that may harm the corporate network.

Remote Wiping

While the Division does not own the device, they do own all division data. Therefore, The Sturgeon Public School Division reserves the right to remotely wipe this data from the user's personally owned device at any time. While it will be the intent to only wipe all Division owned data, the user's personal data could be lost as well. The user must understand and accept this risk.

References: *AP300 – Security of Personal and Division Information*
AP721 – Teachers and Professional Development
AP727 – Support Staff and Professional Development
AP865 – Information and Communication Technology

The user must agree to a full removal of all Sturgeon Public School Division data from the personally owned device if they leave the Division.

Reporting Security Concerns

The user agrees to report the following to their immediate supervisor and Technology Services immediately:

- If the device is lost or stolen.

- If the device has been attacked with malware, a virus or any other suspicious attack.

- Any other security concern with regards to company data.

ACKNOWLEDGEMENT

Prior to using personal devices for Division's business purposes, each employee is expected to have read the entire Personal Use of Mobile Device Procedure and the Responsible Use of Technology Resources Procedure.

The request for a monthly stipend to use a personally owned mobile device to complete Division work should be made annually.

If you have any uncertainty regarding the content of these policies, you are required to consult your supervisor. This should be done prior to signing and agreeing to the Personal Use of Mobile Device procedure.

References: *AP300 – Security of Personal and Division Information*
AP721 – Teachers and Professional Development
AP727 – Support Staff and Professional Development
AP865 – Information and Communication Technology

Release of Liability and Disclaimer to Users

I, _____ hereby acknowledge that the use of personally owned devices in connection with Division services carries specific risks, for which I, as the end user, assume full liability.

In the case of litigation, the Division may request access to a user's personally owned device.

I have read and understand the Personal Use of Mobile Device Procedure, and I understand the requirements and expectations of me as an employee.

Staff Member (Print): _____

Staff Member Signature: _____

Personal Mobile Device Phone Number: _____

Date: _____

Supervisor Use Only	
Supervisor Name (Print):	_____
Supervisor Signature	_____
Date Approved:	_____
GL Code to cover expense:	_____

References: *AP300 – Security of Personal and Division Information*
AP721 – Teachers and Professional Development
AP727 – Support Staff and Professional Development
AP865 – Information and Communication Technology