

**DISTRICT ISSUED CELLULAR TELEPHONE AND PERSONAL
ELECTRONIC DEVICE USE****Category:** Finance & Administration **Effective:** August 2013**Policy Statement**

Anglophone West School District may provide cellular telephones or Personal Electronic Devices to employees as a business tool to assist in communicating effectively.

Procedures

1. Cellular telephones or blackberries must be purchased through the Anglophone West Education Centres in consultation with the Subject Coordinator for Technology 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. All personal calls are the responsibility of the user and must be reimbursed to the Province of New Brunswick by a cheque made payable to "Minister of Finance".
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, 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, please contact the Education Centre Information Technology Level II technician 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 Education Centre Information Technology Level II technician.
6. Use of devices is prohibited while driving a vehicle.
7. All aspects of Department of Education and Early Childhood Development [Policy 311 – Information and Communication Technologies Use](#) and Policy ASD-W -311-1: E-Mail Use applies to the appropriate use of electronic information.

Reference

- Department of Education and Early Childhood Development [Policy 311 – Information and Communication \(ICT\) Use](#)
- ASD-W Policy 311-1 – E-mail Use - Staff



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Employee Sign-Off

By signing this document, I signify that I have read, understand, and agreed to adhere to the Anglophone West School District Issued Cellular Telephone and Personal Electronic Device Use policy.

Name: _____

Title: _____

Location/School: _____

Signature: _____

Date: _____

Cell Phone #: _____

The signed agreement is to be submitted to the ASD-W IT Level II Technician.