



Mobile Communications Device Usage Guidelines

I, the undersigned, understand and accept the following:

1. Full responsibility for the care, custody, and control over the use and operation of my assigned mobile communications device as well as the ultimate return of the device and associated accessories.
2. Mobile communications devices supplied by School District 36 are to be primarily used for SD36 purposes only. The user will reimburse SD36 for non-business related calls and all associated costs in excess of the monthly plan costs covered by the District.
3. Mobile communications devices will not be transferred or loaned to other individuals regardless of their status of employment at SD36, without notification to Corporate Services. In addition these devices will not be loaned to others (friends or family) at any time for any reason.
4. All mobile communications devices must be surrendered upon transfer/termination of employment or when they are no longer required as determined by the District.
5. Replacement of lost, stolen or damaged mobile communication devices and all associated costs may be defaulted to me if it is determined by the issuing authority that these costs were a result of neglect, abuse or non compliance with this agreement.
6. At any time, SD36 may audit phone and/or PDA usage.

Mobile Communications Device Camera Usage Guidelines

Mobile communications devices equipped with cameras provide some practical benefits. You are able to instantly and easily record an event or incident, or document evidence and other information. However, as your device is owned by SD36 and issued to you for use on the job, there are privacy implications when using the devices to take photos of any individuals.

The School District is subject to the Freedom of Information and Protection of Privacy Act. This means any personal information collected by the District must be managed according to the Act.

Photos taken by a district employee with a district device of a person who can be identified in the photo (a shot of the face) are considered the personal information of the person photographed. This means you must respect the privacy of the individual by using the photograph only as the individual permits, for example, as part of a school recognition or celebration of an event within your school or workplace.

In some circumstances, photos of identifiable individuals can be used in connection with investigations or for safety concerns, however, please consult district privacy officer Doug Strachan at 604-599-7468 if you have taken, or are considering such a photo.

Other points to be mindful of:

1. Personal use of the device's camera should be avoided as there is potential for such photos to be inadvertently shared, accessed or deleted.
2. Pictures taken with the device's camera must not be used without authorization to record and/or transfer confidential or personal information.
3. Mobile communications device cameras should not be used where photographic equipment is typically banned, for example, museums, movie theaters and live performances. Users should look for signs posted in public places that indicate whether photographic equipment is banned.
4. Device cameras should not be used in public areas normally considered private, for example, bathrooms, changing rooms and gym locker rooms.
5. Device camera users must respect the privacy of others. Photography of individuals without their consent, when and where they have a reasonable expectation of privacy, may be prohibited by law.

Acknowledgement:

I acknowledge that I have reviewed, considered, and understand the responsibility and obligations related to obtaining a District cell phone with a camera option and will adhere to this cell phone usage guidelines in its entirety.

Date: _____

Signature: _____

Printed Name: _____