

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> INFORMATION TECHNOLOGY			<b>POLICY #:</b> IT-07
<b>POLICY:</b> Appropriate Use of Cellular Devices			
<b>DATE:</b> NOV/2008	<b>REV. DATE:</b>	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 3

**POLICY STATEMENT:**

The County of Renfrew provides specific employees with cellular devices and outlines the appropriate utilization of these electronic devices. A cellular device is defined as but not limited to a cell phone, BlackBerry, Smart Phone, pager and Personal Data Assistant (PDA).

**PROCEDURE:**

1. Cellular devices are considered mobile electronic hardware and as such are governed by all policies and procedures pertaining to such.
2. The Information Technology department maintains the cellular device accounts for the Corporation, as well as an inventory of said accounts. Employees receiving a cellular device must sign for the receipt of the device, indicating that they have read and understood policy IT-06 - Mobile Hardware Security, and will store and use the cellular device in accordance with the standards set out in said policy to ensure the security of the device.
3. The eligibility of an employee for access to a cellular device is at the discretion of the department head. In determining whether or not an employee needs a cellular device, the department head will take into consideration the following:
  - (a) safety protection;
  - (b) degree of urgency that messages need to be acted upon;
  - (c) need for field to office communications;
  - (d) frequency of usage;
  - (e) alternative communication devices are unavailable or ineffective;
  - (f) improvement to customer service; and
  - (g) need for remote email and calendar services.

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4. When possible, employees with cellular devices are expected to use land lines or internal network connections for communication purposes. Communications using the cellular device should be limited to those times when a landline or network connection is not available, or is not feasible.
5. The County of Renfrew does not prohibit employees from using their cellular devices for personal purposes. At the end of each month, employees are required to note any personal calls that were made on the invoice, even if there was no cost to the employer for said calls. **Employees will be charged for all personal calls that exceed the total number of minutes allowed within the corporate plan and will be charged for all personal calls that are subject to Long Distance/Roaming fees.**
6. Department Heads are responsible for:
  - (a) approving the acquisition of cellular devices, along with any expenses incurred to the division's budget;
  - (b) annually reviewing cellular device use to authorize their continuation;
  - (c) reviewing and signing-off the monthly cellular device report; and
  - (d) ensuring the employee indicates all personal calls on the monthly invoice.
7. Employees are advised that while operating a motor vehicle in the conduct of business for the Corporation the use of cellular devices (including hand-held and hands free cellular devices) presents a hazard. Employees shall adhere to and abide by Provincial rules, statutes and regulations pertaining to the use of cellular devices while operating a motor vehicle.
8. All cellular devices are the property of the Corporation and as such should not be loaned out to non-county employees (including but not limited to friends, family members or the public) and that all data contained on said device is property of the Corporation, which at anytime can be subject to monitoring, review, deletion or confiscation.
9. Any cellular device that has the ability to be password protected and encrypted must have this security feature activated at all times. Employees are not to remove or modify such security features as configured by the IT Department.

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10. Cellular Device users must be considerate of their surroundings when they are utilizing such a device to ensure that they are not disruptive or do not appear to be inattentive in their behaviour towards County employees, Elected Officials and/or other members of the public.
11. Employees are to report immediately the lost, theft, damage or security breach of any cellular device to the IT Department to ensure appropriate measures are taken to secure and disable the device.
12. Cellular devices that contain digital imaging features will be subject to the following:
  - (a) will not be purchased nor distributed without the prior authorization of the CAO and accompanied by Appendix A”;
  - (b) any employee with a cellular device with enabled digital imaging features will respect the privacy of County staff, Elected Officials and the public and will have all identifiable persons complete Appendix B before images are distributed;
  - (c) any captured digital imagery will be directly related to one’s position within the Corporation, in good taste and not for personal gain or use;
  - (d) all captured digital imagery must be transferred and deleted from the device as soon as reasonably possible; and
  - (e) there shall not be any identifiable labels on said digital imagery while it is contained on the cellular device.

[Appendix A](#)

[Appendix B](#)

**Appendix A**

INFORMATION TECHNOLOGY



9 INTERNATIONAL DRIVE  
PEMBROKE, ON, CANADA  
K8A 6W5  
(613) 735-7288  
Toll Free: 1-800-273-0183  
FAX: (613) 735-2081  
www.countyofrenfrew.on.ca

**Request for Cellular Device with Digital Imaging Capabilities**

I, \_\_\_\_\_ being employed by the County of Renfrew as  
(print name)  
\_\_\_\_\_ request to have a cellular device with digital imaging capabilities.  
(position title)

These features are required for:

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Employees Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CAO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix B

INFORMATION TECHNOLOGY



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**Release of Digital Imagery**

**PICTURE RELEASE FORM**

I \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_  
(Print name) (Street address) (Town)

**give permission for the County of Renfrew to use my photo in published articles, website, newsletters, flyers, posters, brochures and presentation materials (i.e.: PowerPoint presentations).**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_