



# Rolling River School Division

## ADMINISTRATIVE PROCEDURE

### GDBCA – EMPLOYEE WIRELESS COMMUNICATIONS

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A priority of the Rolling River School Division is to promote communication and the integration of technology for both staff and students. The Board supports Divisional and itinerant Rolling River School Division employees to have access to wireless communications devices that they need to enhance the communication and accessibility of the employee while performing his/her job. Proper communications and access to Divisional and itinerant employees assists these employees in achieving Divisional goals and providing support to schools, students and offices in a timely manner. The spirit of this policy is that wireless communications approved for employees will meet or enhance student, employee and Divisional needs.

Under this policy, the term “wireless communication device” (wireless device) refers to cell phones, smart phones and similar telecommunication devices that are used to make or receive wireless telephone calls and transmit data on the public cellular wireless networks.

To promote and enhance appropriate communication and access, the Division may require or approve an employee to have or, will provide an employee with, a wireless communication system if the employee is a Divisional or itinerant employee that:

- engages in regular work-related travel or
- is regularly out of the office on Division business or
- is expected to be on-call for essential services or
- is a member of key personnel needed in the event of an emergency.

The Superintendent may approve a wireless communication service, plan or allowance for any Divisional or itinerant employee that meets the aforementioned criteria. Approval of a wireless service plan or allowance for a Divisional employee will include approval for purchase of a hands-free device. Employees using wireless communication devices while traveling on Division business are expected to do so with the utmost consideration for safety and at a minimum, will use hand free devices.

Provision of a wireless communication device / equipment / service to an employee may be:

- through direct purchase of the device by the Division and the Division entering into a contractual obligation with a service provider or;
- through payment of an allowance to the employee to compensate for his/her personally owned device and contracted device and service for school division business.

The allowances / costs paid to an employee for approved wireless communication service and devices will be at the rate that the Division could contract the service.

The Secretary-Treasurer, in conjunction with Department Supervisors, will be responsible to monitor and administer the Divisional wireless communication devices and related contractual obligations.

**Date Adopted:** May 14, 2008

**Date Revised:** December 19, 2012

**Date Reaffirmed:** April 26, 2017

**Date Reaffirmed:** October 7, 2020