

Willamette Education Service District

Code: **EGACA-AR**
Adopted: 9/12/05
Readopted: 6/14/11

Cellular Telephones

ESD-owned cellular telephones may be purchased and authorized for staff use in accordance with the following:

Cellular Telephone Authorization

Cellular telephones may be assigned or made available on a temporary basis by the director of fiscal services when it is determined that:

1. The assignment of a cellular telephone to the employee is a prudent use of ESD resources;
2. The employee's job responsibilities require the ability to communicate frequently and access to an ESD or public telephone is not readily available;
3. The employee's job responsibilities involve situations where immediate communication is necessary to ensure the security of ESD property or safety of students, staff or others while on ESD property or engaged in ESD-sponsored activities.

Cellular Telephone Use

1. Cellular telephones are provided specifically to carry out official ESD business.
2. Personal use of cellular telephones is limited to making or receiving calls for family emergency purposes, including contacting a family member or child care provider to advise that the employee is going to be late arriving home or picking up children for a reason directly related to his/her official ESD duties, (i.e., a meeting which runs later than expected or a last minute schedule change).
3. Employees should be aware of their surroundings when using a cell/smart phone when discussing ESD information of a confidential nature. All ESD acceptable use agreements related to internet, texting and emailing apply to cell/smart phone usage.
4. Cellular telephones are not to be loaned to others.
5. Employees issued a cellular telephone are responsible for its safekeeping at all times. Defective, lost or stolen cellular telephones are to be reported immediately to the director of technology who will in turn notify the service provider. All email and contact data will be remotely erased.
6. Cellular telephones issued for employee use are to be returned to the director of technology at the conclusion of the fiscal year, activity or as otherwise specified.

Personal Mobile Device

Personal mobile devices may be used on a limited basis. A “personal mobile device” is defined by this administrative regulation as any **employee-owned** portable electronic device, excluding laptop computers, capable of accessing WESD-owned data via a third-party conduit such as a cellular phone carrier.

1. ESD employees may be reimbursed for use of privately-owned cellular telephones to conduct district business in accordance with Board policy and this regulation.
2. Use of personal mobile device to access any publicly available data hosted by Willamette ESD, such as the Willamette ESD website, falls outside the scope of this policy and is allowed.
3. The employee must sign a release form acknowledging that they agree to the terms of this policy and release the WESD from any liabilities or damages resulting from the use of a personal mobile device.
4. The Information Technology Department will maintain a current list of supported sync technologies. This list will be updated on the WESD portal. If a device is not listed as supported, the employee may request to have it evaluated for security compliance. Compliance testing will be billed to the employee’s department at the current “Network Service” rate.
5. Some mobile devices may require an additional licensing fee to attach and sync with WESD resources. A list of devices that this may apply to will be maintained on the WESD portal.
6. The sync technology must support a mechanism to remotely delete WESD-owned information or possibly all information from the mobile device in the event of theft/loss, change in employment, security breaches, or other potential security risk events.
7. The employee acknowledges that a remote deletion may be initiated at any time without prior communication to the employee. Attempts will be made to contact the employee prior to deletion of any information from the device.
8. The employee is responsible for maintaining a backup copy for any/all data contained on the device that would be removed in the event of a remote deletion.
9. The employee is responsible for any data or service costs associated with the use of a personal mobile device.
10. The employee must immediately notify the WESD Information Technology department in the event that the mobile device is lost, stolen, inaccessible, or otherwise outside the immediate control of the employee. Failure to provide timely notification may result in disciplinary action.
11. Employees shall not access data from WESD via a mobile device outside the terms of this policy. This includes, but is not limited to, using third-party software to sync data to a device or non-approved protocols that may circumvent the security systems and policies of WESD.

12. Initial configuration of a personal mobile device will not be billed to the employee's department or the employee. Substantial support for configuration and troubleshooting (efforts that take more than one-quarter of an hour) provided by Information Technology for a personal mobile device will be billed to the employee's department at the current Helpdesk and/or Network service rate as applicable.

Reimbursement

1. Requests for reimbursement for authorized use of employee-owned cellular telephones are to be submitted on ESD-provided forms, available through the office and accompanied by a copy of the billing statement with the ESD business-related calls highlighted. A notation for each highlighted entry, indicating the nature of the call, is required.
2. All requests for reimbursement, including the highlighted billing statement, must be submitted within 30 days of the end of the time period for which reimbursement is requested. Requests submitted after the reimbursement deadline has passed will be denied.
3. ESD reimbursement for authorized use of employee-owned cellular telephones will be made within 30 days.

Willamette ESD
Personal Mobile Device Use Request and Release of Liability Form

The Willamette Education Service District will allow the use of personal mobile devices on a limited basis. Please read Board administrative regulation EGACA-AR - Cellular Telephones and indicate your acknowledgment of each item below by affixing your initials in the space provided. All employees wanting to use a personal mobile device must sign and return this form to the Information Technology Department.

- _____ 1. I have read and understand the “Personal Mobile Device Use Policy” for the Willamette Education Service District.
- _____ 2. I understand that all data on my personal device may be remotely deleted at any time without prior notification.
- _____ 3. I understand that I am personally responsible for maintaining a backup copy of any data contained on the mobile device.
- _____ 4. Select one of the following:
- _____ I have verified that my device has been identified as an “approved” device by the Information Technology Department.
- OR
- _____ I request to have the Information Technology Department evaluate my device for use. I understand that this evaluation may be billed at the current “Network Service” rate. I understand that the billable time for device evaluation is estimated at four hours but may exceed this estimate. I have approval from my supervisor to have this cost billed to my department.
- _____ 5. I agree to alert the Information Technology Department in the event that my personal device is lost, stolen, inaccessible or otherwise outside my immediate control.
- _____ 6. I understand that any/all support of my personal device beyond a quarter of an hour per incident will be billed to my department at the current Helpdesk or Network service rates as applicable.
- _____ 7. I request to use my personal mobile device to access WESD-hosted content. I hereby release the Willamette Education Service District, any of its employees and any agent representing the WESD from any and all liability and losses or damages, including, but not limited to: data loss, connection charges, damage to my device or any other damages related to the use of my personal mobile device to access WESD data.

Signature _____

Date _____

Print Name _____