

Procedure Title	Purchasing – Mobile Devices and Other Hand-Held Wireless Communications Equipment		
Date of Issue	February 16, 2011	Related Policy	BP 3501-D; BP 2314-D
Revision Dates	March 28, 2012; October 9, 2013; June 30, 2015	Related Forms	AF 3513; AF 3514
Review Date		Originator	Administrative Council
References			

Procedure:

1.0 RATIONALE

Bluewater District School Board provides mobile devices and other hand-held wireless communications equipment along with appropriate plans to employees who, by nature of their job responsibilities, require telephone/email access while away from their office or after normal work hours. Issuance of a device and the selection of services, as well as any subsequent changes, must be related to job responsibilities and requires supervisor approval.

2.0 PROCEDURE

1. All acquisitions of hand-held devices and plans, as well as any changes, upgrades and/or addition of accessories are to be done through board issued Purchase Order as specified in the current contract agreement. New plans require AF 3513 "Purchasing: Request and Approval – Mobile Devices and Other Hand-held Wireless Communications Equipment Acknowledgement" and upgrades/change of service require AF 3514 "Purchasing: Change of Request and Approval – Mobile Devices and Other Hand-held Wireless Communications Equipment Acknowledgement". Upgrades can be processed only as specified by the contract on file unless the device is not working properly and/or full upgrade credits are already in effect. Plans are as specified in the current contract agreement at the time of order and all invoices are available to Accounts Payable for processing online only. All ordered devices will be shipped by the awarded dealer to the contract administrator located in the Shared Purchasing Service Consortium Grey-Bruce (SPSCGB) department. Devices will be forwarded to the appropriate user with instructions.
2. Only the approved hand-held devices, as specified in the current contract agreement, will be paid for through the board plan. Staff cannot pay for device upgrades individually or through budget funds. Provisions may be made for the purchase of other devices, with prior approval from the Superintendent of Business Services or Director of Education, that commensurate with an employee's role/responsibilities.
3. The Purchasing Department encourages that, with every new device or upgrade, a protective case be used.
4. Wifi is to be used wherever possible rather than cellular data. For rate details, please refer to the appropriate notice, which is distributed/ posted in the "Purchasing Information" conference found on BEAM by the Plan Administrator (SPSCGB). Overall, it is more cost efficient to utilize personal computers or land line telephones to communicate and employees are encouraged to use the most cost effective methods of communication wherever possible. It is expected that hand-held devices will be used in a responsible, safe and respectful manner at all times.

5. The primary use of all board-issued hand-held devices must be work related with limited personal use (call or emails to spouse/children). Employees must review their monthly bills, identify any charges resulting from personal use and reimburse the board accordingly within 30 days of receipt of statement. This includes weekend, evening and holiday usage when not on board related travel. Payment may be deducted from outstanding travel and expense claims where appropriate.
6. Only long distance charges incurred as a result of board business on personal hand-held devices and home phones will be reimbursed.
7. Hand-held device use while in the United States or overseas must be approved by the Director's Office and should only be approved if the person travelling is expected to maintain contact with the board. If approved, short-term plans are available to help manage costs. The Plan Administrator (SPSCGB) can be contacted for additional information.
8. Hand-held devices are to be returned to the Plan Administrator immediately upon termination of employment, leave or retirement to ensure deactivation or reallocation.
9. Supervisors may review usage with the device holder either by accessing the website indicated below and using the on-line historical invoice tools, or by reviewing a hard copy "screen print" with the device holder. This will allow device holders and supervisors to verify the appropriateness of the device, plans and usage.

Website: www.interaction.bell.ca **O R** bss.rogers.com

10. Responsibilities:

- a) The Device holder is responsible for:
 - i) Abiding by all acceptable use processes as set out in this procedure.
 - ii) Obtaining Supervisor's approval for ordering a device.
 - iii) Acknowledging responsibilities and obligations of being a device holder by submitting a completed AF 3513 "Purchasing: Request and Approval – Mobile Devices and Other Hand-held Wireless Communications Equipment Acknowledgement" to the Plan Administrator (SPSCGB).
 - iv) Limiting personal use of the device.
 - v) Using alternate, more cost effective methods of communication wherever practical.
 - vi) Reviewing monthly bills for price consistency and usage.
 - vii) Reimbursing the board for charges resulting from personal use.
 - viii) Ensuring that billing errors are corrected in a timely manner (seeking assistance from the Plan Administrator as required).
 - ix) Reporting all difficult or persistent service issues to the Plan Administrator.
- b) The Supervisor is responsible for:
 - i) Approving issuance of the device using AF 3513 "Purchasing: Request and Approval – Mobile Devices and Other Hand-held Wireless Communications Equipment Acknowledgement".
 - ii) Approving any changes to the plan using AF 3514 "Purchasing: Change of Request and Approval – Mobile Devices and Other Hand-held Wireless Communications Equipment Acknowledgement".
 - iii) Reviewing usage periodically to ensure the appropriate use of the device and plans.
 - iv) Reporting all difficult or persistent service issues to the Plan Administrator.
 - v) Making sure the hand held device is returned to the Plan Administrator upon termination of employment, leave or retirement.
- c) The Plan Administrator (SPSCGB) is responsible for:
 - i) Maintaining current device holder, plan and usage information.
 - ii) Ensuring that supervisors are able to review activity reports.
 - iii) Assisting with problem solving as required.