

**POLICY**

SECTION:	SCHOOL OPERATIONS	POLICY:	<b>G-27</b>
TOPIC:	<b>MOBILE PHONE PURCHASE FOR SCHOOL USE</b>	PAGE:	1 of 1
		DATE:	January 2013
REVIEW DATE:	January 2018	REVISED:	

A mobile phone is defined as, but not limited to, a cell phone or smartphone. Schools have approval to purchase mobile phones, mobile phone packages and accessories through the Purchasing Department, provided such purchases for a staff member or the school for general use has been approved by the Principal. Mobile phone purchases for school use can be made in accordance with appropriate administrative procedures. Mobile phones purchased by the Board are the property of the District School Board of Niagara and personal use reimbursement procedures apply.

All costs associated with the purchase and use of mobile phones are the budget responsibility of the school for the duration of any contract entered into at the time of purchase or update.

When school administrators move to another school it is their choice as to whether or not to take the mobile phone to the new location. Information Technology Services must be notified as to who is responsible for continued billing for each designated phone.

Board issued equipment will be returned to Information Technology Services when the user's position no longer qualifies them for a mobile phone or they retire or resign from the Board.

Reference

Administrative Procedure 5-17: Mobile Device Acceptable Use & Expense Reimbursement Protocol - Employee