

<b>Title</b>	<b>Mobile Devices</b>
<b>Number</b>	<b>B4006</b>
<b>Category</b>	<b>Administration</b>

## 1. PURPOSE

To provide a framework for the provision of mobile device technology to Langara College employees. This policy also provides guidelines for the use of mobile devices by students and employees on the College's network.

## 2. DEFINITIONS

**Acceptable user categories** – mean employee roles regularly required to be in contact with others when away from their normal work location. Examples include roles that:

- maintain business access outside of normal hours from off campus;
- support key College processes or infrastructure in the event of an emergency; or
- are involved in evaluating, implementing, supporting or delivering educational content via mobile device technology.

**Base cost** – the minimum monthly cost in place with the College's cellular provider.

**Chief Information Officer (CIO)** – means the senior administrator in the Information Technology (IT) department of the College.

**Mobile device** – a device, such as a smart phone or tablet, capable of supporting integrated email, scheduling, task management, contacts and, in some cases, voice communication that can be used to connect to the College's network and systems. It does not include any accessories for the device.

**Senior Leadership Team (SLT)** – the President and the Vice-Presidents of the College.

## 3. POLICY

- Mobile devices are not intended to replace the use of available workstation equipment.
- Acceptable user categories apply to roles and/or needs, not individuals (i.e., a mobile device is associated with the role of the individual).
- Use of the mobile device must abide with all College policies related to computer and computing system use.
- Users will respect the integrity of the mobile device and operating system and take reasonable measures to protect the information and data on College devices.

- 3.5 Users are responsible for all charges associated with personal use when the invoice exceeds the base cost associated with their mobile device.
- 3.6 In cases where users have been granted a mobile device from the College for work purposes, the data on the device is owned by the College.
- 3.7 Users are responsible for all activity carried out through their mobile devices.
- 3.8 Users using mobile devices inappropriately may have access to the device or College networks revoked upon notification to SLT and approval of the CIO or designate, and may be disciplined up to and including termination.
- 3.9 All users of mobile devices that access College systems, networks and/or data must have an appropriately complex security access code enabled on the device to protect it from unauthorized access.
- 3.10 Users will report the loss or damage of a College-provided mobile device to the IT Department immediately.

**4. RESPONSIBILITY**

For inquiries relating to this policy, contact the Chief Information Officer.

**5. REGULATIONS/PROCEDURES**

[Mobile Device Procedures](#)

<b>History/Revision</b>	
Origination Date	October 20, 2009
Amendment Date	February 11, 2020
Next Review Date	February 11, 2023