

TOWN ISSUED ELECTRONIC DEVICE POLICY

SECTION: Administration / Council

DEPARTMENT: Administration / Public Works / Finance / Community Services

COUNCIL APPROVAL DATE: October 1, 2024

LAST REVIEWED BY COUNCIL: April 7, 2026

POLICY STATEMENT

Town-issued Electronic Devices are loaned to Employees, Council members and/or the Chief Administrative Officer in the course of their duties to allow for ease of internal and external communications for Town business purposes.

PURPOSE

To establish guidelines for the issuance, usage, and decommissioning of Town-owned Electronic Devices to Designated Users to enhance safety, limit Town liability, and help manage telecommunications and data costs.

SCOPE

This policy applies to Council members, the Chief Administrative Officer, and Employees who have or are responsible for any Electronic Device issued by the Town to conduct business on behalf of the Town.

DEFINITIONS

“Electronic Device” means a piece of equipment that can make or receive phone calls, can send and receive text messages, accesses the internet, or allows for the reading of and responding to email. This includes but is not limited to all cellular phones, tablets, and notebooks.

“Decommissioned Device” means an Electronic Device that has been replaced and factory reset.

“Designated User” means an individual who is loaned a Town-owned Electronic Device.

“Employee” means an individual employed by the Town.

“Town” means the Town of Bon Accord.

“Chief Administrative Officer” means the Chief Administrative Officer of the Town of Bon Accord or designate.

I. Electronic Device Set Up

1. The Chief Administrative Officer will be responsible for determining the best plan and equipment for Electronic Devices.
2. Phone numbers are pre-assigned to each Electronic Device based on role.
Transfers of existing personal phone numbers to Town-issued Electronic Devices are not available.
3. All monthly costs associated with Town-issued Electronic Devices will be allocated to the appropriate department.
4. Monthly itemized bills will be received by the Town and circulated by Corporate Services for approval, as appropriate.
5. Designated Users who take their Town-issued Electronic Device outside of areas that are in regular plan limits for any reason are required to ensure that arrangements are made to amend their plan temporarily to avoid excessive roaming, long distance, or other charges. Designated Users may be asked to reimburse the Town for excessive charges.
6. Changes to the Electronic Device’s security configuration and content may be changed at any time as required by the Town’s third-party IT service provider.

II. Device Operation

1. Town-issued Electronic Devices must be used appropriately, responsibly and ethically. Designated Users must ensure the following are observed:
 - a. All Town-issued Electronic Devices must be locked by requiring a password,

- fingerprint ID, facial recognition or another similar security mechanism.
- b. Town-issued Electronic Devices are the property of the Town and must be treated, used, and safeguarded as such. If a Designated User damages or loses a Town-issued Electronic Device, the Chief Administrative Officer must be informed immediately to minimize losses or expenses that could occur.
 - c. All Town-issued Electronic Devices are to remain solely in the Designated User's possession and control. All other individuals, including but not limited to family members and friends, are prohibited access.
 - d. All Town-related content, including but not limited to email, calendars, notes, and messages, are to be considered and treated as confidential.
 - e. Designated Users are prohibited from using a Town-issued Electronic Device for the purpose of illegal transactions, criminal conduct, harassment, or obscene behavior.
 - f. Designated Users are prohibited from using a Town-issued Electronic Device's camera or microphone to record confidential information without the consent of the person(s) being recorded.
 - g. Designated Users will ensure that the technology related to finding a lost Electronic Device is activated and accessible, if available.
 - h. A case and screen protector must be installed on Town-issued cellular phones and tablets.
 - i. Any issues with the Electronic Device's hardware or software must be brought to the attention of the Chief Administrative Officer as soon as possible. Any required service will be performed or arranged by the Town.
 - j. If Designated Users have any reason to suspect that a Town-issued Electronic Device, account, or password has been compromised, or if any malware or virus is suspected, please immediately notify the Incident Manager as per the **Cyber Security Incident Response and Disaster Recovery Plan Policy**.

III. Use of Electronic Devices While Operating a Motor Vehicle

1. Use of a Town-issued Electronic Device while driving is prohibited, except for when

- used with a hands-free device. See the Town **Employment Policy** for details.
2. Designated Users are solely responsible for any fines and/or charges laid by traffic authorities for illegal use of Town-issued Electronic Devices while operating a vehicle. Individuals who violate the policy will face disciplinary measures up to termination, or face personal legal responsibility if, in the course and scope of their duties, they are involved in a car accident and there is evidence that they were using their Town-issued Electronic Device while driving and the Town is sued.

IV. Travelling Outside Canada

1. When travelling outside of Canada, it is recommended to leave Town-issued Electronic Devices at the Town office or in a secure location at home prior to leaving the country to ensure all measures are taken to avoid unnecessary charges and the risk of a security breach.
2. All Town-issued Electronic Devices should be placed in 'Airplane Mode' if no cellular access is necessary.

V. Use of Town-Issued Electronic Devices

1. In accordance with the Town's **Employment Policy**, Town-issued Electronic Devices may be subject to monitoring and searches. To protect individual privacy, the Town does not permit Town-issued Electronic Devices to be used for personal communications. This includes, but is not limited to messages, contacts, calendars, photographs, videos, and music.
2. Town-issued Electronic Devices have a limited amount of data available each month. To help mitigate data-related overcharges, Designated Users should:
 - a. Ensure their Town-issued Electronic Device is properly connected to their home-based and/or other frequented venues' internet Wi-Fi connection.
 - b. Refrain from using their Town-issued Electronic Device as an access point or 'Personal Hotspot', where possible.
3. Employees must have permission from the Chief Administrative Officer to bring Town-issued laptops to conferences, training, or similar events to ensure the

confidentiality of information, security of the Device, and allow for full participation in the event.

VI. Device Decommissioning

1. Each Employee will promptly return the Town-issued Electronic Device and all Town-issued accessories to their manager. Council members will return these items to the Chief Administrative Officer.
2. The Chief Administrative Officer will initiate a full reset which erases all data and returns the device to its original factory condition and to be repurposed as required.
3. Conditions of Retaining Decommissioned Devices
 - a) This section of the policy applies to Decommissioned Devices up to 5 years old at the date of replacement that are no longer required by the Town for operational purposes.
 - b) Devices are to be sold as is, where is, with no Town liability, warranties, or support.
 - c) Current and outgoing Council members will have first right of refusal for a period of 30 calendar days following the date their respective device was replaced, during which time they must notify the Chief Administrative Officer if they wish to obtain their respective device and section VI, 2 will apply. If, after 30 calendar days, there is no interest in retaining the Decommissioned Device, other current and outgoing Council members will become eligible to submit their interest to the Chief Administrative Officer.
 - d) Costs for the sale of Decommissioned Devices will be determined by the Town in alignment with the Tangible Capital Assets Policy, device trade-in value, and depreciated value at the time of replacement.

REFERENCES

- Cyber Security Incident Response and Disaster Recovery Plan Policy
- Employment Policy