



Authorized use of Personal Electronic Devices

Authority: Town Manager

Effective Date: April 1, 2022

Signature: 

Future Review Date: 2023

Responsibility: Technology Services

References: N/A

Replaces: No prior policy

1.0 Purpose:

This policy governs the authorized use of Personal Electronic Devices by Users to access Town information and systems.

2.0 Scope:

This policy applies to Users who have been approved by the applicable Manager or General Manager and executed the Personal Device Usage Agreement with the Technology Services Department.

3.0 Definitions:

Personal Electronic Device means a Users personally owned devices including laptops, tablets, and smart phones.

Town means the Town of Stony Plain.

Business use means activities that directly or indirectly support the business of the Town (e.g. business-related email, calendars, contacts, documents, applications, chat applications, phone calls, etc.).

Reimbursement means a monthly non-taxable amount paid to an Employee who has been authorized to use a Personal Electronic Device. Approval for financial reimbursement is authorized by the Manager of Technology Services.

User(s) means all authorized Town Users, contractors, volunteers, temporary, or casual staff acting on behalf of the Town authorized to use Town systems.

4.0 Statement:

The Town recognizes that Users in certain roles are required to be connected to Town systems to carry out their assigned duties or for Health and Safety purposes, or both. In some cases, it may be mutually beneficial to utilize Personal Electronic Devices to access Town systems and information.

5.0 Standards:

- 5.1 This policy authorizes the usage of a Personal Electronic Device for the purpose of conducting Town Business activities through Town systems:
 - a) Town Email systems
 - b) Town File services
 - c) Town Intranet and Extranet web services
 - d) Town collaboration (chat and messaging) platforms
 - e) Town Information Management systems.
 - f) Voice calls to and from Personal Electronic Devices on behalf of the Town
 - g) Sending and receiving voice messages through personal Voicemail boxes.
- 5.2 Short Message Service (SMS) and Multi Media Messaging (MMS) services are not an authorized method of communication for Business communication within the Town's Information and Records Management program.
- 5.3 To qualify for this program, Users must receive written authorization from the Manager of Technology Services through completion of the Personal Device Usage agreement. This agreement must be on file with Payroll prior to any allowances being provided.
- 5.4 Upon approval of the Personal Device Usage Agreement, Users seeking systems access must work with Technology Services to provision services. Support is limited to initial setup of Town provisioned services. Any additional support issues outside of the applications directly connected to Town systems are the responsibility of the device owner.
- 5.5 Town owned information on Personal Electronic Devices is subject to all Legislative, Legal, or Criminal codes, acts, or agreements that the Town is legally bound to.
- 5.6 Users must ensure that their personal Voice Mail greeting is professional and presented in a business appropriate manner.
- 5.7 Users personal phone numbers will be made available internally within the organization. The Town makes no guarantees that this number will be kept solely for internal communications only and may on occasion provide this number to third parties or other Town staff for the purpose of communicating tasks or activities related to Employee's job or role with the Town.

5.8 If authorized to collect financial Reimbursement, payment will be included monthly on the Users payroll deposit.

5.9 Users will be compensated through a monthly allowance not to exceed \$25 (GST Included). Payment will be issued on the Users payroll deposit. Contractors will be Reimbursed after submission of an invoice detailing the eligible allowance amount of \$25 (GST included).

5.10 Users are not permitted to claim expenses from a previous calendar year unless authorized to do so by Financial Services.

6.0 Policy Review:

This administrative policy shall be reviewed within one year of being implemented, with any changes being submitted to the Town Manager for approval.

Table of Appendices:

Appendices do not form part of this policy and are attached for reference purposes only.

Appendix A Town of Stony Plain Personal Device Agreement