



SECTION:	General School Administration	APPROVAL DATE:
SUBSECTION:	Special Programs Administration	January 11, 2010
POLICY NAME:	Cell Phone/Smart Device – Employee Use	LAST REVISED:
POLICY NUMBER:	P.GSA.F.5	January 11, 2010

1. PURPOSE

The purpose of this policy is to govern the acquisition, usage, and management of wireless cellular phones/smart devices for The Wellington Catholic District School Board business use by the organization's employees. In addition, this policy outlines appropriate standards, guidelines, and procedures for appropriate use, reimbursement policies, and other issues.

It is also the purpose of this policy to protect corporate resources, protect employee safety, manage communications costs, and help minimize corporate liability.