



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL POLICY

### TOPIC: MOBILE COMPUTING DEVICES PROCUREMENT AND USAGE

<b>Policy</b>	IS-504	<b>Division</b>	Information Systems
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	GP-GR-807
<b>Related Procedure</b>	IS-504-PR	<b>Effective Date</b>	November 4, 2016 (R1)

#### 1. PURPOSE AND SCOPE

Mobile computing devices such as, but not limited to notebooks, netbooks, PDAs/Pocket PCs, blackberries, cellular phones, Bluetooth devices and digital cameras have many appropriate and viable uses in enabling college employees to fulfill their work obligations.

The technology, while critical to college operations has significant associated risks related to, but not limited to theft, loss, data security and total cost of ownership.

This policy is intended to reduce and manage associated risks impacting college operations and provide guidelines for the use of these resources by CNA employees.

#### 2. POLICY

It is the policy of the College that all mobile computing devices such as, but not limited to notebooks, netbooks, PDAs/Pocket PCs, blackberries, cellular phones, Bluetooth devices, and digital cameras owned or leased by the College shall:

- 2.1 Be approved for purchase and deployment within college operations by the Vice President Corporate Services and Chief Operating Officer or his/her designate.

- 2.2 All devices must comply with college policy for the proper storage of private and confidential data. (See policy IS-505)
- 2.3 These devices are to be assigned to the position and signed over from one employee to the next should a staffing change occur. Use is for College work related activities only.
- 2.4 As the College is a public body, the devices and associated files are therefore searchable under the *Access to Information and Protection of Privacy Act, 2015* (ATIPPA). All college employees, contractors, subcontractors, volunteers and students assigned College mobile computing devices must not have any expectation of privacy in the files stored on these devices.

**3. PROCEDURE**

The Vice President Corporate Services and Chief Operating Officer shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	March 30, 2010
Revision 1	November 4, 2016