



## **ACCESSIBILITY:**

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## **Eligibility Criteria for Board Issued Cell Phones**

The School Board recognizes that effective, timely, and secure communication is essential to the delivery of safe, responsive, and efficient educational services. In certain roles, the nature of an employee's responsibilities may require frequent, time sensitive, or afterhours communication that cannot reasonably be supported through fixed workstations or personal devices.

At the same time, the Board is committed to responsible stewardship of public funds, the protection of employee privacy, and compliance with applicable legislation, collective agreements, and Board policies.

Following are the criteria to be used to determine the need for a Board-paid cell phone, ensuring that such devices are issued only where there is a demonstrated operational requirement and where their use supports the Board's mandate, safety obligations, and service expectations.

Employees must meet at least one of the criteria below to receive a Board-paid phone.

### **1. Role Requires Frequent, Time-Sensitive Communication**

An employee may qualify if their role requires immediate or frequent communication during or outside regular work hours, where delays could affect safety, operations, or service delivery. No other Board-provided line is available or practical given the duties (e.g., desk phone or Microsoft Teams phone).

### **2. On-Call or Emergency Response Responsibilities**

Eligibility applies when an employee is:

- Assigned formal on-call duties
- Responsible for responding to emergencies, such as:
  - Student or staff safety incidents
  - Facility failures
  - Weather or transportation disruptions
  - Cybersecurity or system outages

### **3. Health, Safety, or Student Supervision Duties**

Roles that involve:

- Field supervision
- After-hours school activities
- Responsibility for student or staff safety during travel or events

### **4. Privacy and Boundary Protection**

Providing a Board phone may be appropriate where:



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- Employees would otherwise have to share personal numbers with other staff, parents/guardians, vendors, or the public
  - Clear separation between personal and professional communication is required

#### **5. Senior Administration Discretion**

A Board-paid phone may be provided based on unique circumstances not contemplated by the criteria above, with approval from a member of Senior Administration.