

Use of Personal Cellular Phones and Other Electronic Devices

Employees of East Dakota Educational Cooperative may have the opportunity to use their personal cell phones or other electronic devices for work purposes when authorized, in advance, by the technology manager. Personal electronic devices include, but are not limited to, personally owned cellphones, smartphones, tablets, laptops and computers. The use of personal devices may be limited based on compatibility of technology.

Privacy

No employee using his or her personal device for work purposes should have a reasonable expectation of privacy beyond that which is governed by law. The Cooperative reserves the right, at any time, to monitor and preserve any communications that use the Cooperative's networks in any way, including data, voice mail, telephone logs, Internet use and network traffic, to determine proper use.

Employees should be aware that use of the Cooperative network on personal devices may result in personal information being saved to the Coop network through routine Maintenance and backup activities.

Employees using personal devices for work purposes will be expected to follow the same requirements and protocols regarding any other work-related communications, as outlined in separate policies and procedures, including GBEBB (Employee Use of Electronic Communication), and GBEE (Acceptable Use of Technology Resources).

Security

To ensure the security of Cooperative data, authorized employees are required to utilize screen locks that require password, face ID, fingerprint or PIN greater than 4 digits. Employees must also agree to allow mobile device management software to be installed on the personal device(s).

Stipend

The Cooperative may provide a monthly stipend for personal cellphone use to employees whose positions necessitate frequent communication via electronic devices. Such employees and/or positions will be identified by the Director and Human Resources Manager.

Nonexempt Employees

Employees subject to the Fair Labor Standards Act's overtime pay requirements are strongly discouraged from using their personal devices for work purposes outside of their normal work schedule. In instances where nonexempt employees must use personal devices for work purposes, including reviewing, sending and responding to emails or text messages, responding to phone calls or making phone calls, outside of regular work hours, employees are required to include time spent in such communications on their weekly time records.

Safety

Employees are expected to follow applicable local, state and federal laws and regulations regarding the use of electronic devices at all times. Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their personal devices while driving.

Lost, stolen, hacked or damaged equipment

Employees are expected to protect personal devices used for work-related purposes from loss, damage and theft.

In an effort to secure sensitive Cooperative data, employees are required to have “remote-wipe” software installed on their personal devices by the technology manager prior to using the devices for work purposes. This software allows the company-related data to be erased remotely in the event the device is lost or stolen. Wiping company data may affect other, non-work related, applications and data as well. The Cooperative will not be responsible for loss or damage of personal applications or data resulting from the use of company applications or the wiping of company information. Employees must immediately notify administration in the event their personal device used for work purposes is lost, stolen or damaged.

Termination of employment

Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the personal device for inspection. All company data on personal devices will be removed by the technology manager upon termination of employment. Such data may be removed through a remote wipe in the case of an employee leaving employment without producing his or her device to administration for inspection. The Cooperative will not be responsible for loss or damage of personal applications or data resulting from the use of company applications or the wiping of company information.

Policy Adopted: May 19, 2018