

ELECTRONIC DEVICES POLICY

Updated on May 10, 2019

General

1. The purpose of this policy is to provide guidelines for the purchase, use, return and disposal of electronic devices purchased by NSUPE for use by authorized members.
2. Electronic devices are those purchased by NSUPE for Union related purposes. All electronic devices purchased by NSUPE remain the property of NSUPE at all times.
3. Any violation of this policy and its guidelines may, in addition to any consequences flowing from the NSUPE Constitution, result in the revocation of all electronic device privileges to the member issued the electronic device and/or to his/her Local.

Purchase

4. New laptops, cell phones, electronic devices and related equipment (e.g. carrying cases) will only be purchased as necessary and in accordance with this policy. The NSUPE office will be responsible for purchasing all electronic devices following approval, in accordance with NSUPE policy, by at least two (2) signing officers of the Union.
5. The purchase of a laptop will include the purchase of Microsoft Office (or its successor), security software, and wireless capability.

Loan

6. Lending of laptops, cell phones and electronic devices by NSUPE is approved as follows:
 - a. Each Council Committee member may borrow a laptop and/or cell phone, if it is requested by that member;
 - b. Each Local may borrow a laptop if it is requested by the Local Executive following a duly passed motion at an Executive meeting. The motion will include the name of the person who will be responsible for the device;
 - c. Each Local may borrow a cell phone if it is requested by the Local Executive following a duly passed motion at an Executive meeting. The motion will include the name of the person who will be responsible for the device;
 - d. Each member of the Local 2 Executive may borrow a cell phone, if it is requested by that member;
 - e. The NSUPE Secretary may borrow a printer if it is requested by that member.
 - f. All other loaning of electronic devices by the Union is to be approved by a duly passed motion of Executive Council or, if time is of the essence, of Council Committee.
7. Laptops and cell phones will be loaned out from the office on a first-in, first-out rotation. The members approved to have devices will sign a document acknowledging that she/he has been loaned an electronic device from NSUPE.

Laptops

8. Once a laptop is loaned by NSUPE, the member who has signed for it is solely responsible for it.
9. Any member in possession of a NSUPE laptop will:
 - a. Use the laptop primarily for union business, in a reasonable manner, and be present at all times if the laptop is used by another NSUPE member;
 - b. Not permit the use of the laptop by a non-NSUPE member, including family members;
 - c. Not purchase, download or install additional software without the express permission and approval of Executive Council;
 - d. Take reasonable care at all times to ensure the security of the laptop and the privacy of all information contained on the laptop.

Cell Phones

10. Once a cell phone is loaned by NSUPE, the member who has signed for it is solely responsible for it. Any member in possession of a NSUPE cell phone will:
 - a. Use the cell phone in a reasonable manner, keeping in mind that its primary purpose is to carry out union business;
 - b. Accept responsibility for paying for repairs or replacement if she/he does not use the carrying case provided;
 - c. Take reasonable care at all times to ensure the security of the cell phone and the privacy of all information contained on the cell phone.
 - d. Pay for any data overages incurred over and above that provided through the cell phone package provided by NSUPE. A member may appeal these charges by demonstrating extraordinary data needs for NSUPE business during the applicable month (e.g. due to a strike or similar).
11. Council Committee will determine the entering into of cell phones plans in consultation with the Office Administrator, and will provide updates to Executive Council.
12. Extra features and/ or subscriptions not included in the current cell phone plan are to be pre-approved by Executive Council. Any unauthorized features and/or subscriptions will be cancelled without notice and the member who signed for the cell phone billed for repayment.

Return of Device

13. The member to whom an electronic device has been loaned remains responsible for that device until it is returned to the NSUPE office.
14. An electronic device is to be returned to the NSUPE office within one (1) week of:
 - a. Council Committee or Executive Council requesting its return; or
 - b. the member in possession of the device no longer holding office; or
 - c. a member in possession of a device determining she/he no longer needs the device; or any repairs being needed.
15. The loss or theft of an electronic device will be reported immediately to the NSUPE Office and at least one member of Council Committee.
16. If an electronic device has been returned to the office for repair or a loss or theft has occurred, the NSUPE Office may provide a loaner device if there is one available. Loaner devices are subject to all the provisions of this policy.
17. Members may request to keep their NSUPE phone number by transferring the phone number to their personal account upon leaving a volunteer position provided that there is no cost to NSUPE.

Disposal and Protection of Data

18. When an electronic device has been returned to the office, it will be assessed by a professional as to whether it should be repaired or replaced.
19. Where it is determined a device should be replaced, a device will have all data, including all documents and e-mails, wiped from it by an appropriate professional.
20. Replaced devices will first be offered to members (see policy 20). If no member takes the device it will be donated to a charitable organization. If no charitable organization can be found to take the device, it will be disposed of at a recycling depot.
21. Replaced devices to be offered to members will be appraised and given a market value (by office staff and/or a professional).
 - a. The device will be first offered to NSUPE staff and members. If more than one of those people expresses interest, names of interested parties will be drawn from a hat. The chosen member will be offered the device for its market value.
 - b. If no one buys the device (from 20a above), the device will be offered to a charitable organization.
 - c. If no charitable organization can be found that wants the device it will be disposed of at a recycling depot.