

**TITLE: Employee Technology Policy**

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**Approved By:**  
☐ Board of Governors  
☒ Executive Council  
☐ Senate

## 1. Purpose

This policy standardizes eligibility for technological devices owned and/or leased by Sheridan for its employees and sets out the parameters for use of personally owned technological devices in lieu of a Sheridan Provided Device (as defined below).

## 2. Scope

This policy applies to all Sheridan employees.

## 3. Definitions

**“Communication Device”** means a cellular phone with or without internet capability.

**“Computing Device”** means an Internet-capable computer hardware device that could connect to the Sheridan network and includes desktop computers, laptops, tablets and thin/zero client computer.

**“Device”** means an Internet-capable computer hardware device that could connect to the Sheridan network and includes desktop computers, laptops, cellular phone, tablets, thin/zero client computer, printers, faxes, scanners or other specialized hardware.

**“End of Useful Life”** is attributed to a Sheridan Provided Device that Sheridan has determined is not to be repurposed or reused by Sheridan.

**“Personally Owned Device”** are devices owned by the employee, including those Communication Devices receiving a stipend.

**“Record”** (as defined in Sheridan’s Records and Information Management Policy) refers to any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and can include, but is not limited to, the following:

- correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine-readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof;
- any record that is capable of being produced from a machine-readable record under the control of Sheridan by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution, or to which the institution can reasonably gain access;
- E-mail records.

**“Sheridan Provided Device”** includes a Computing or Communication Device provided by Sheridan but does not include Personally Owned Devices. This includes Communication

Devices that are fully or partially paid by Sheridan.

**“Sheridan Record”** is a Record created while performing duties associated with employment or affiliation with Sheridan College.

**“Stipend”** is a monthly amount paid to employee for the use of their personally owned cellular phone.

**“Supervisor”** the person who has direct authority over a Worker (i.e., issues instructions or has authority to hire and terminate Workers). At Sheridan this includes Vice Presidents, Directors, Deans, Managers, Associate Deans, Supervisors, and any other person that has charge of a Worker.

**“Thin/Zero Client Computer”** means a computer that relies on a server for its computational power.

#### 4. Policy Statement

Sheridan employees are eligible for only one (1) Device from the *Primary Computing Device* category (as set out below) and may be eligible for only one (1) additional *Communication Device* (as set out below).

##### 4.1 Eligibility

###### a) Communication Device Eligibility

Certain employees may receive a Communication Device at the discretion of their area Vice President or their designate provided that their position meets at least one of the following criteria:

- The duties and responsibilities of the position require the employee to be mobile, and the employee is expected to be reachable without delay during regular business hours. Responsibilities associated with this criterion may include, but are not limited to, emergency student support, emergency technical support, emergency facilities management, and labour relations/health and safety/human rights/harassment and legal matters.
- The position is required to be “on call” outside of regular business hours.
- The position’s primary responsibility is off-campus student recruitment (both domestically and internationally).
- The position has a senior communications function as part of the assigned duties and responsibilities and/or, as part of the employee’s regular work function, he/she must maintain a consistent and mobile social media presence.
- The position holds membership (regular and alternate) on the Sheridan Emergency Response Team or Threat Assessment Team or Occupational Health & Safety Services Management team.

Voice and data services are available in the following tiers:

- Level 1: voice only
- Level 2: voice and data

The area Vice President or their designate will determine the tier of services necessary to meet the business needs of their employees. Voice only services in

conjunction with campus wireless access may meet the business requirements of many positions and should be considered first in order to align with Sheridan's desire for appropriate and reasonable expenditure of funds.

#### b) Computing Device Eligibility

Employees are eligible for one (1) Sheridan Provided Computing Device.

Part-time employees whose primary responsibility is teaching and learning are not normally eligible to receive a Device, but may be eligible for a standard laptop in cases where specialized software is required in their course curriculum and it is not available on classroom podium computers.

Exception requests are to be made to the area Vice President or their designate and evaluated on an individual case-by-case basis for approval.

Requests for accommodation under the Ontario Human Rights Code will be evaluated in accordance with the Employee Accommodation Policy.

### 4.2 Device Options

#### a) Communication Device Options

Sheridan employees eligible for a Communication Device have two mutually exclusive options:

- i. Use of a Communication Device that may be fully or partially paid by Sheridan; or
- ii. Use a personally owned/leased Communication Device that is not provided by Sheridan and receive a *Stipend* for the eligible Data and Voice Services in accordance with the then current rates as set out in Sheridan's Voice and Data Rates and not to pay the entire cost of the employee's plan.

For either of the above, the employee is required to have the pertinent contact information (i.e., phone number) published or distributed for Sheridan business purposes.

#### b) Primary Computing Device

##### i. Standard Thin/Zero Client Computer

Employees who require access to only the software found within Sheridan's Virtual Desktop Infrastructure (VDI) will receive a standard Thin/Zero Client Computer.

##### ii. Standard Desktop

Employees who require access to Sheridan's information systems and software will receive a standard desktop computer if:

- There is a requirement for frequent ad hoc installations of non-standard software and packages to perform their job duties; or
- There is a requirement to perform complex calculations, manipulate imagery and use software that requires high computing power.

##### iii. Standard Laptop

Employees who require access to Sheridan's information systems and software will receive a standard laptop if one of the following is satisfied:

- Employees are expected as part of their job responsibilities to gain access to Sheridan's information systems outside of their normal hours of work on a regular basis;
- Employees have a travelling and/or mobility requirement in their job description; or
- Employees perform presentations and promotional activities outside of Sheridan as part of their regular duties;
- Full-time employees whose primary responsibility is teaching;
- Employees whose primary responsibility is supporting technology.

iv. Tablet

Employees who require access to Sheridan's information systems and software will receive a tablet if one of the following is satisfied:

- There is a requirement of a limited but continual mobility as part of the job duties, such as but not limited to meetings note taking, ad hoc presentations; or
- There is a requirement to perform limited job responsibilities outside of office hours, such as checking and responding to Sheridan email, proofreading documents but not authoring them, using online resources not requiring complex calculations or processes.
- Faculty utilize mobile technology in delivering curriculum and can fulfill administrative requirements with the same mobile device.

A tablet may not be equivalent to a standard laptop so a needs assessment should be done in conjunction with IT (and in the case of faculty use, with CTL) to ensure that a tablet is the appropriate primary device to meet the demands of an employee's role.

v. Other Devices: Printers, Scanners, Faxes

Employees are required to utilize Sheridan's multi-functional devices for their printing, scanning and faxing needs.

All printers, scanners and faxes dedicated to an individual do not support Sheridan's sustainability policy and therefore contravene this policy unless required as an accommodation under the Ontario Human Rights Code or by exception from the Vice-President, Finance and Administration.

### **4.3 User Responsibility – Communication Device**

a) **For those using a Personally Owned Communication Device and receiving a stipend**

The amount of stipend payment that an employee receives will be determined by the tier of services deemed necessary for the employee. Sheridan will cap the coverage of voice and data services based upon the institutional plan procured for voice and data at the amount set out in Sheridan's Voice and Data Rates established by IT.

Unusual charges related to Sheridan business may be submitted for expense reimbursement at the discretion of the employee's supervisor. Examples include charges incurred during business related international travel.

Employees are responsible for all charges on their plan, including the purchase of the device, associated peripherals, any activation, promotional or termination fees. Sheridan will not act on the employee's behalf to cover any additional charges. If the employee leaves their position, they will be responsible for their contractual obligations to the carrier.

#### b) For those receiving a fully or partially paid by Sheridan Communication Device

Employees are responsible for any charges exceeding Sheridan's base coverage (see Cellular Phone Procedure) for eligible voice and data charges. Unusual charges related to Sheridan business may be submitted for expense reimbursement at the discretion of the employee's supervisor. Examples include:

- Charges incurred during business related international travel or
- Excessive use during any one charge period where the charges are related to Sheridan business and the employee took precautions to limit the charges before they were incurred.

### 4.4 Other Employee Responsibilities

Regardless of ownership, employees are responsible for:

- Performing periodic back-ups of their Communication and Computing Devices. Please see the I.T. knowledge article, [Best Practices for Backing up Data](#). Sheridan is not responsible for loss of data and/or information on any Device that has not been backed up.
- Password protecting Devices and, where possible, a password time-out feature enabled; and
- Physically safeguarding access to the device as set forth in the Acceptable Use Policy; and

Any Computing or Communication Device, connected to a Sheridan environment is subject to comply with conditions in this policy, any associated procedures, the *Acceptable Use Policy* and any applicable Sheridan policies and/or laws and regulations. Any Device, including a Personally Owned Device, which is deemed harmful to a Sheridan environment (i.e., computer virus, malware, etc.) will be blocked from access until the compliance levels are achieved.

Providing access to Sheridan Owned Devices for the purposes of asset or compliance audit as requested or required.

### 4.5 Asset and Data Ownership

All *Sheridan Provided Devices*, whether purchased by Sheridan or donated, are Sheridan property.

*Personally Owned Communication Devices*, including those receiving a stipend, are not the property of Sheridan.

When a *Communication Device* is funded either fully or partly by Sheridan College, it is considered Sheridan property until replaced by a new cellular contract or the employee is

no longer employed by Sheridan. At that point it becomes the employee's property (see **End of Employment** for further details).

**Sheridan Records** (as defined in Sheridan's Privacy Policy) generated and received on a Communication or Computing Device that are a result of an employee's relationship with Sheridan, shall be considered the property of Sheridan. All Sheridan's policies shall continue to apply to any such Devices and/or Records, as applicable.

#### 4.6 Asset Management and Maintenance

All *Sheridan Provided Devices* are subject to the following expectations:

1. Configuration of asset management software installed within the device to report installed software and hardware as well as allow remote access by Sheridan
2. Make Device available for the purposes of maintenance, update, upgrade and replacement procedures
3. Device kept in good working order by user
4. Device functionality change from intended business use is not permitted unless approved by Associate Vice-President Information Technology or designate

#### 4.7 Software and Downloads

All *Sheridan Provided Devices* are provided with Sheridan approved software. Any other download and installation of software must comply with copyright, acceptable use policy and procedures, and applicable purchasing policy guidelines.

Use of Sheridan purchasing and/or credit cards and expense forms for online software purchases via vendor's app stores (e.g., iTunes) must be approved by the respective budget holders.

#### 4.8 Loss and Damages

In the event of theft, loss or physical damage beyond reasonable wear and tear to a *Sheridan Provided Device*, an employee shall immediately report the loss or physical damage to their supervisor. Sheridan shall repair and/or replace the *Sheridan Provided Device*. The supervisor may manage the loss or physical damage caused by an employee's willful and/or negligent conduct as a performance matter.

In addition, in the event of theft of a *Sheridan Provided Device*, Sheridan will replace the device, subject to police report being filed immediately. In the event of theft or loss, the employees should follow the Privacy Policy, and in particular the Procedures for Reporting Privacy Breaches at Sheridan.

Any personal property, including a *Personally Owned Device*, is the sole responsibility of an employee, including in a circumstance of theft, loss or physical damage.

#### 4.9 Replacement and Evergreening

At the *end of useful life*, *Sheridan Provided Devices* will be replaced in accordance with Sheridan's then applicable IT Standards.

Sheridan owned devices or those communication devices receiving a stipend, must be submitted to I.T. to have Sheridan provided software and Sheridan Records removed.

#### **4.10 End of Employment**

Upon departure of a Sheridan employee, Sheridan Provided Devices or those communication devices receiving a stipend, must be submitted to I.T. to have Sheridan provided software and Sheridan Records removed.

Employees are responsible for removing Sheridan Records from any Personally Owned devices.

#### **4.11 Removal of Sheridan owned software and Sheridan Records.**

It is the responsibility of the employee to back up personal software and data prior to this event, and to restore only personal information, with no Sheridan Records, after the device has been wiped.

Former employees are not authorized to restore any software, Records or data that originated through their relationship with Sheridan. Any attempt to restore *Sheridan Records* may be subject to legal action.

After the data-wipe, a Sheridan Provided Communication Device becomes the property of the former employee.

#### **4.12 Electronic Discovery/Analysis**

In the unlikely event of Sheridan needing access to a Device for security and/or electronic discovery/analysis purposes, the employee is obliged to provide the device into Sheridan along with any necessary passcodes to obtain access.

For those situations, users are responsible for delivering the Device to the Information Security department and providing device access codes.

#### 4.13 Reference Chart

The following reference chart is provided to assist with understanding the categories of devices and the commensurate rights and obligations of Sheridan and employees.

Situation	Electronic Discovery or Analysis	Sheridan data (at end of the Device's useful life including device replacement or end of employment)	Ownership of device while employed	Ownership at end of the device's life, device replacement or end of employment	Responsible for replacement when stolen	Responsible for repair or replacement when damaged or lost
<b>Communication Device</b>						
- Employee owns and receives no stipend (but uses device for employment and/or accesses network)	Sheridan has access in accordance with applicable policies and laws	Employee shall remove and/or return Sheridan data (as necessary)	Employee	Employee	Employee	Employee
- Sheridan pays stipend	Sheridan has access	Sheridan will delete/remove Sheridan data	Employee	Employee	Employee	Employee
- Sheridan Paid 100% of the cost	Sheridan has access	Sheridan will delete/remove Sheridan data	Sheridan	Employee	Sheridan	Sheridan
- Employee contributed to the purchase and Sheridan pays monthly fee	Sheridan has access	Sheridan will delete/remove Sheridan data	Sheridan	Employee	Sheridan	Sheridan
<b>Computer (Laptop, Desktop, Tablet)</b>						
Personally owned	Sheridan has access in accordance with applicable policies and laws	Employee shall remove and/or return Sheridan data (as necessary)	Employee	Employee	Employee	Employee
Sheridan Provided	Sheridan has access	Sheridan will delete/remove Sheridan data	Sheridan	Employee may purchase in accordance with the assessed value provided by I.T. (at the discretion of the Supervisor)	Sheridan	Sheridan



#### 4.14 Responsible Office(s)

The Responsible Executive shall be the Senior Vice-President, Finance and Administration. The Responsible Office shall be the Office of the Associate Vice-President Information Technology.

#### 5.0 Related Documentation

- [Acceptable Use Policy](#)
- [Procurement Policy and Contract Signing Authority](#)
- [Workplace Accommodation Policy](#)
- [Privacy Policy](#)
- [Employee Technology Procedure](#)
- [Procedure for Reporting Privacy Breaches at Sheridan](#)
- [Records and Information Management Policy Sheridan's IT Standards](#)
- [Sheridan Technology Standards](#)
  - [Computers for Sheridan Employees](#)
  - [Corporate Cell Phones & Stipends](#)
- [Sustainability Policy](#)