



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: MOBILE COMMUNICATIONS TECHNOLOGIES

Policy No.	FA-310	Division	Finance & Administration
Supersedes	n/a	Board Policy Ref.	BP-OP-001B
Related Procedure	FA-310-PR	Effective Date:	March 20, 2008 (R1)

1. PURPOSE AND SCOPE

This policy will provide protocols and guidelines for the acquisition and use of mobile communication technologies. For purposes of this policy, mobile communications technologies include cellular telephones, smart phones and other handheld wireless communication devices.

2. POLICY

It is the policy of the College that subscription to mobile communications technologies shall be maintained at a minimum level. The acquisition and use of mobile communications technologies may only be authorized for individuals and/or groups of individuals when it is deemed necessary for the effective operation of the business of the College.

3. PROCEDURE

The Vice-President of Finance and Administration shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History

Approved by President	December 19, 2000
Revision 1	April 2, 2007
Reviewed	March 20, 2008
Next Review	March 2012