



Delaware State University

University Area(s) Responsible: Information Technology Department
Policy Number and Name: 8-11 Mobile Device Policy and Procedures
Approval Date: April 13, 2015
Next Review Date: April 13, 2017

I. Purpose

This policy governs the assignment, appropriate use and procurement of all University-Supplied Mobile Devices and Equipment. It is intended to ensure that the use of mobile devices for University business is properly authorized and monitored. It also ensures that the University is reimbursed for the occasional incidental or emergency use of University-Supplied mobile devices.

II. Scope

This policy applies to all Delaware State University Supplied Mobile Devices and Equipment and the employees to whom they are assigned.

III. Responsibilities

A. Employees

1. Employees have an obligation to use University-Supplied mobile devices in a responsible, informed and safe manner; conform to network etiquette, customs and courtesies; and observe all applicable laws or regulations.
2. Employees using University-Supplied mobile devices are responsible for securing them. Losses shall be reported immediately to their Unit Head and the University Mobile Device Administrator.
3. Employees may be held liable for lost, stolen or damaged University-Supplied mobile devices and equipment.
4. Employees may be required to reimburse the University for charges incurred on University-Supplied mobile devices as a result of personal use.
5. Employees should avoid calls such as person-to-person, credit card calls, directory assistance (411) or any other calls requiring the services of an operator, as well as paid mobile applications while using a University-Supplied mobile device.

B. Unit/Department

1. Department heads are responsible for reviewing charges to their budgets to ensure proper use of mobile devices and to ensure corrective action is taken regarding inappropriate use of University-Supplied cell phones.
2. Department Heads should notify the University Mobile Device Administrator when the need to terminate unneeded cellular service arises.

C. University

1. The University Mobile Device Administrator and/or internal auditors will conduct random reviews of usage and charges to verify that mobile device policies and procedures are followed.
2. The University Mobile Device Administrator will review mobile device plans periodically to determine if employees are using the most cost-effective plan.
3. The University Mobile Device Administrator will maintain a University-wide inventory of mobile devices and accessories.

D. Procurement

1. University faculty and staff, regardless of the funding source, are prohibited from directly purchasing mobile devices. The University Purchasing Department/or University Mobile Device Administrator is the only department authorized to purchase mobile device equipment and services for Delaware State University.
2. Requests for mobile device service will be kept on file. New request for mobile device service must be submitted to the University Mobile Device Administrator in writing on the Mobile Device Request Form (Appendix A).
3. The University Mobile Administrator will only consider requests accompanied by a completed Mobile Device Request Form bearing the signature of the appropriate authorizing Unit Head.
4. The University Mobile Device Administrator will coordinate the purchase, repairs, accessories/new equipment purchase and service plan changes for all University supplied/funded mobile devices.
5. Upon an employee's separation from the University, all University-supplied mobile devices must be returned to the Human Resources Department and noted on the Mobile Device Received/Returned Form (Appendix B).

IV. Policy

A. Mobile Device Assignment

1. University-Supplied mobile devices will only be assigned for conducting University business. This will be done after verifying that the employee's

communication needs cannot be satisfied by any other means such as a radio, a paging device or standard telephone equipment. Included are University employees who are vital to the decision-making for the University; employees responsible for restoring services vital to the operation of the University and those employees responding to identified/reported emergencies. These employees are considered to be highly mobile and must be reachable at all times.

2. University-Supplied mobile devices will be assigned to the President and his/her staff, the Provost, Administration, and University Vice Presidents based on the nature of their duties and responsibilities as senior managers and chief decision-makers.
3. Unit Heads will be responsible for assigning and approving University-Supplied mobile device(s) to employees who fall under their budget. They will be responsible for ensuring that the policies and procedures governing the use of University-Supplied mobile devices are followed by those employees who have been assigned such equipment and service.
4. Monthly mobile device bills will be reviewed by the University Mobile Device Administrator for any discrepancies. Any discrepancies will be brought to the attention of the department head for investigation and resolution.
5. Employees who violate this policy on a repeated or continuous basis may face employment disciplinary action up to and including termination of employment.

B. University-Supplied Mobile Device Use

1. University-Supplied mobile devices are to be used primarily for University business only.
2. Units/Departments may find that the creation of a pool of mobile devices to be assigned only when needed for short-term job duties will reduce the permanent assignment of cell phones. A sign-out log would be required.
3. Employees must remember at all times that a University-Supplied mobile device is a privilege that may be revoked at any time for inappropriate conduct.
4. Department Heads will investigate and take disciplinary action against any employee that violates the policies and procedures governing the use of University-Supplied cell phone.
5. Employees will be responsible for the safekeeping, care and custody of the mobile device assigned to them.
6. University-Supplied Mobile devices are University property and must be returned to the Human Resources department when the employee separates from the University; his/her mobile device privilege is revoked; he/she no longer requires the use of a mobile device to carry out their job duties and responsibilities.

7. Certain mobile device numbers are owned by the University and cannot be transferred to private ownership.

C. Reimbursement of Incidental and Emergency Calls to the University

1. In cases of excessive usage, the employee must review the assigned mobile device bill and mark his/her personal calls, text messages, etc.
2. Employees will reimburse the University for incidental and emergency calls within 30 days of the statement date and will be based on the number of minutes times the University established flat rate. Any downloads or information calls must be reimbursed by the employee. Cost of text messaging must also be reimbursed unless it is business related.
3. In cases of excessive usage, the employee must reimburse the University for the amount of charges resulting from personal use reflected on the mobile device bill. This reimburse payment should be submitted to the University cashier and a receipt must be obtained. The employee shall then submit the reimbursement receipt to the Accounts Payable Department. The employee must also provide a copy of the reimbursement receipt to the University Mobile Device Administrator.
4. Reimbursements will be deposited as expenditure credits against the Chart-field that incurred the charges. A copy will be attached to the mobile device bill for the accounts payable section to process vendor payments.
5. Employees, who elect to use their personal mobile devices in lieu of a University, approved and issued mobile device, will only be reimbursed up to the monthly rate the University pays for mobile device services or for documented minutes used for University business at the University rate per minute, whichever is less. Employees shall follow the same reimbursement process established in the University Travel & Business Expense Policy.

D. Important Mobile Device Use Related Information

1. Using a hand held mobile device while operating any vehicle is prohibited by the State of Delaware law.
2. Employees must use hands-free device for mobile device while operating any vehicle.
3. Because of costs, the University discourages use of mobile devices when desktop phones can be used.
4. Employees should exercise discretion as to who has access to a University-Supplied mobile device number to keep incoming calls and associated costs at a minimum.
5. Mobile device transmissions are not always secure and employees should use discretion in relaying confidential information using cell phones.

6. When using a mobile device with a hands-free device while driving, use common sense and these tips: Get to know your phone and its hands-free device features such as dial and redial. Do not take notes or look up information while driving.
7. Use your wireless phone to help others in emergencies. Dial 911 or other local emergency numbers in the case of fire, traffic accident or medical emergencies. Such calls are free.
8. Every employees assigned a University-supplied mobile device is responsible for remaining in compliance with this policy.



Delaware State University

Mobile Device Request Form

Date of Request: _____ For: Employee (Name): _____

Employee Designation: _____ Employee Department: _____

Justification: (attach additional pages if necessary)

Anticipated usage (Explain coverage area, travel needs, etc.)

Time Frame (Permanent, specific time frame)

Signatures:

Signature of Supervisor

Date

Signature of Requesting Dept. Vice President

Date

Appendix B



Delaware State University

Mobile Device Received/Returned Form

Date of Request: _____ For: Employee (Name): _____

Employee Designation: _____ Employee Department: _____

List of Equipment

Receive:

Received the mobile device and all accessories listed above on:

Signature of Employee

Date/Time

Authorized University Representative

Date

Return:

Returned the mobile device and all accessories listed above on:

Signature of Employee

Date/Time

Authorized University Representative

Date