

CELL PHONES

Policy: In order to carry out job responsibilities, staff may be individually assigned a cell phone or may share a cell phone as part of the on-call structure on a rotating basis. Department-provided cell phones should only be used for work purposes.

Purpose: The purpose of this policy is to outline policies and procedures for the use and management of cell phones in University Housing.

Scope: This policy applies to all University Housing staff.

Procedure:

- I. General
 - A. Cell phones will be assigned to staff who need them to perform work functions. Requests for a cell phone should be routed through the respective director, who will forward requests to the executive director for final approval.
 - B. Users are responsible for downloading or forwarding any information on the phone that would fall under the records retention policy.
 - C. Cell phones should be kept in the supplied protective case at all times. Any damage or loss of phone should be immediately reported up the supervisory chain and a housing Information Technology (IT) request should be created.
 - D. Housing IT will manage the ordering, auditing and support of University Housing cell phones. Cell phone users needing support should submit an IT support request.
 - E. Users should not install any applications on the phone. Approved applications will be determined by supervisory staff in consultation with housing IT.
 - F. Phones should not be transferred or assigned a different use other than what is designated by housing IT without consulting with housing IT.
 - G. Phones that will not be used for an extended period (e.g., a phone that will not be used for the summer) should be returned to housing IT for storage.
 - H. Housing IT will conduct audits of phones on an annual basis. During this audit, any non-essential data from the phone will be removed.
- II. Phones assigned for individual use
 - A. Cell phones for individual use may be used for email, texts, pictures, video, calls and approved web-based sites/applications that are directly related to work duties. Individual's assigned cell phones should use Wi-Fi when available.
 - B. The individual is responsible for the care and security of the phone at all times.
- III. Phones assigned for shared use
 - A. Cell phones for shared use may be used for texts, pictures, video, calls and approved web-based sites/applications that are directly related to work duties. Individuals using shared cell phones should utilize cellular data only.
 - B. Cell phones for shared use will be assigned to an individual responsible for the area in which the cell phone will be used. This individual is responsible for:
 1. Communicating policy and expectations related to cell phone use to all staff.
 2. Designating a secure location for the phone to be stored during short-term periods where the phone is not in use.
 3. Creating a process by which custody and transfer of the phone between individuals is monitored.

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Created and approved by management team: July 24, 2018