

CELL PHONES

Section: Information Technology

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 expectations, policy, 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 must be routed through the respective unit director, who will submit an information technology (IT) request for a cell phone to be purchased and assigned to the employee if the request is approved.
 - 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 purchase request must be submitted by the employee who was assigned the cell phone.
 - 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 staff.
 - F. Users are responsible for installing iOS and application updates to the assigned cell phone, as necessary.
 - G. Phones should not be transferred to another employee or assigned a different use without consulting with Housing IT staff.
 - H. Upon an employee's termination, separation or position transfer, the cell phone must be returned to the IT office by the employee or the employee's supervisor.
 - I. 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 IT for inventory, storage, and maintenance. IT staff will seek unit director approval, if accessories are not turned in to the IT office or if the accessories are damaged.
 - J. The IT staff will liaison with the service provider representative to suspend or cancel service on cell phones that will not be used for an extended period of time.
 - K. The employee assigned the cell phone is responsible for updating contact information on their assigned cell phone.
 - L. IT staff will conduct audits of phones on an annual basis. During this audit, the cell phones will be reset to their original factory state; which will delete all data. The cell phones contact list will be updated during the cell phone audit, usually during the summer months.
- 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 employee is responsible for the care and security of the phone and accessories, including charger and cord, at all times.

- C. The employee is responsible for purchasing damaged or lost accessories. An IT request must be submitted to receive a price quote for the accessories needed.

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 when the phone is not in use.
 - 3. Creating a process by which custody and transfer of the phone between individuals is monitored.
 - 4. Updating the cell phone's contact list on their assigned cell phone(s).
 - 5. Ordering replacement accessories as needed. A Housing IT request must be submitted to receive a price quote for the accessories needed.
 - 6.

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