

# University Owned Mobile Device and Service Policy

## **I. POLICY STATEMENT**

Auburn University will provide cellular devices and associated data service to employees only when it is necessary for the performance of an employee's job duties and has been approved by the employee's department/unit head.

## **II. POLICY PRINCIPLES**

This University policy is intended to address the use of Auburn University provided communication devices utilizing cellular voice or data services.

Use of cellular devices is subject to the University's Appropriate Use of Information Technology Policy.

Cellular devices and services provided by AU are intended for Auburn business use. Department Heads/Unit Heads are responsible for ensuring that there is a documented business need for securing communication devices and services for AU employees. Employees will not be reimbursed for phone services, data services, equipment or accessories.

Occasional personal use of the device and/or service is permitted under this policy. Supervisors and employees are responsible for monitoring all resultant bills for appropriateness and accuracy. Devices and records are subject to audit by internal auditors, as well as state and federal auditors.

## **III. EFFECTIVE DATE**

Adopted: August 3, 2012

Updated: July 17, 2018

## **IV. APPLICABILITY**

This policy applies to all university employees.

## **V. POLICY MANAGEMENT**

**Responsible Office:** Office of Information Technology

**Responsible Executive:** Chief Information Officer

**Responsible Officer:** Executive Director OIT

## **VI. DEFINITIONS**

Cellular device: a wireless telephone or other device using a system of low-powered radio transmitters, with each transmitter covering a distinct geographical area (cell) and computer equipment to switch a call from one area to another, thus enabling broad-scale portable phone service. Such wireless telephones may have other functions such as text messaging or Internet access.

## **VII. POLICY PROCEDURES**

The acquisition of all such devices and services will be coordinated through AU's Office of Information Technology (OIT) upon receipt of approval from the applicable Department Head/Dean. Service providers will bill OIT centrally for all such authorized charges and OIT will allocate the charges out to the departments.

### **VIII. SANCTIONS**

Violators of this policy may be held personally responsible for all costs incurred as a result of the violation.

Deliberate disregard of this policy or the protection standards created to implement this policy will be considered a Group I infraction under the University Personnel Manual and is subject to disciplinary action, up to and including dismissal.

### **IX. EXCLUSIONS**

If, by virtue of home base location, an employee does not have service coverage or there is a specific product/service business need not offered by the university provider, a written request for an exception form signed by the appropriate Department Head/Dean may be submitted and forwarded to OIT. OIT will confirm the exception need and notify Procurement & Business Services (PBS). It is the Department's responsibility to establish the exception based service with a carrier. The Department will be billed directly for the service and submit the approved exception form along with payment to PBS.

### **X. INTERPRETATION**

Executive Director OIT

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