

# **Auburn University at Montgomery**

## **Policies and Procedures**

**Title:** Cell Phone Policy

**Responsible Office:** Office of Technology

### **I. PURPOSE**

The purpose of this policy is to provide guidance to departments and employees regarding cell phone and smart cell device purchases paid for by Auburn University at Montgomery (AUM) and services offered by Information Technology Services (ITS).

### **II. POLICY**

Cell phone technology is a valuable and appropriate tool in support of the educational and administrative roles of AUM. The acquisition and support of cell phones are reserved for employees with communication needs requiring the flexibility inherent within that technology.

### **III. EFFECTIVE DATE**

August 1, 2018

### **IV. APPLICABILITY**

This policy applies to all faculty, employees, students and contracted personnel that currently are using or are purchasing cell phone devices or services on behalf of the University.

### **V. RESPONSIBILITY**

**Policy Responsible Office:** Office of Technology

**Policy Responsible Executive:** Chief Information Officer (CIO)

### **VI. DEFINITIONS**

**Cell Phone** refers to any device that is being used, in any measure, to make or receive wireless phone calls.

**Smart Cell Devices** refers to any device that utilizes cellular services to access or utilize advanced capabilities beyond a typical cell phone such as email communications. Examples may include, but not be limited to, iPads with cellular technology, Mobile Wi-Fi (MiFi or mobile hotspots), etc.

### **VII. PROCEDURES**

#### **General:**

1. University cell phones or smart cell devices shall be assigned only to faculty, employees, students or contracted personnel of the University with a demonstrated business need.
2. Use of a University cell phone or smart cell device is a privilege that may be revoked at any time.

3. Faculty, employees, students or contracted personnel with assigned University cell phones or smart cell devices are responsible for compliance with all regulations and policies.
4. Faculty, employees, students or contracted personnel leaving the University must return their assigned University cell phone or smart device to ITS the day they out-process with ITS, no later than their last day of work.

#### **Purchasing:**

1. Cell phones or smart cell devices purchased with a University account must be ordered through ITS. ITS will not support unapproved devices. The department must submit a request form to ITS via the form provided on the ITS SharePoint site.
2. A new service or device upgrade must be approved by the respective Vice Chancellor or Dean.
3. Only authorized cellular providers for Auburn University at Montgomery will be used for cellular services.
4. The CIO will approve or deny cell phone requests to be funded by the AUM Cell Phone account. If the request has been denied, the respective Vice Chancellor or Dean may elect to pay for the cell phone charges out of the department's O&M account.
5. The maximum cost that will be approved for purchase of a new cell phone or contract renewal is \$100.00 unless a greater amount has been authorized by the respective Vice Chancellor or Dean.
6. Cell phones and cell phone equipment purchased through AUM accounts or with AUM funds that have been replaced and are no longer in use must be sent to ITS for proper disposal. ITS will delete and erase all information from the phone before properly disposing of the phone. Disposal will be done in accordance with the Electronic Data Disposal policy.
7. If the faculty, employee, student or contracted personnel physically damages a cell phone prior to contract extension, ITS will provide a "loaner" device if available or allow the department to repair the device or purchase a replacement.

#### **Security:**

1. All University cell phones and smart cell devices must be password or Pin protected. ITS recommends at least a 5-character password or a 4-digit Pin.
2. All University cell phones and smart devices must be set so that the device locks after no more than 2 minutes of inactivity.
3. All University cell phones and smart cell devices must have University-approved enterprise management software installed. Such software will allow ITS to locate the device and/or remotely delete data in the unlikely event that the device is lost or stolen.
4. The faculty, employee, student or contracted personnel is responsible for notifying ITS immediately if the cell phone or smart cell devices is lost or stolen. The end user is responsible for filing a lost or stolen property report with AUM Campus Police. Failure to notify ITS and Campus Police of a lost or stolen cell phone or smart cell device will result in personal assumption for any costs related to the device including the cost of the device and administrative fees with the continued operation of the phone.

5. When a phone is no longer in use by an employee, ITS will wipe out all data from the memory prior to sending the device to surplus. If the device is to remain within the department, ITS will delete all data from the memory before returning it to the unit.

**Other:**

1. International usage plans for cell phones or smart cell devices must be approved prior to departure by the respective Vice Chancellor or Dean and the CIO. It is the responsibility of the requesting faculty, employee, student or contracted personnel to follow up with ITS upon return to deactivate the international usage plan.
2. A faculty member or employee with a University cell phone may request to transfer their University cell phone number to a personal phone upon departure from the University. Such request must be made via email to the CIO with prior approval of the Vice Chancellor or Dean.
3. Faculty, employees, students or contracted personnel should exercise reasonable efforts to protect the physical appearance of the assigned device by for example using cell phone cases and/or screen protectors.

**VIII. SANCTIONS**

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.

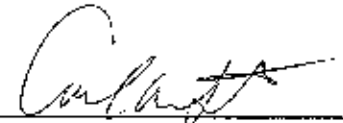
**IX. EXCLUSIONS**

NONE

**X. INTERPRETATION**

The Chancellor has the authority to interpret this policy.

**APPROVAL TO PROCEED:**



**DATE:**

8/10/18

**APPENDICES**

NONE