



# Idaho State University

## POLICIES AND PROCEDURES

### Mobile Communication Devices

#### ISUPP 12010

#### *POLICY INFORMATION*

**Policy Section:** *Information Technology Services*

**Policy Title:** *Mobile Communication Devices*

**Responsible Executive (RE):** *Chief Information Officer*

**Sponsoring Organization (SO):** *Information Technology Services*

**Effective Date:** *January 1, 2024*

**Last Reviewed:** *New Policy*

**Next Review:** *January 2029*

## I. INTRODUCTION AND PURPOSE

Idaho State University recognizes the performance of certain job responsibilities may, in some cases, warrant providing a University-owned mobile communications device to employees for business use. While providing University-owned devices is not standard University practice, this policy establishes the criteria and process for reviewing and approving a departmental request to acquire University-owned devices for departmental use.

## II. DEFINITIONS

- A. **Mobile Communication Device:** A device capable of using the services provided by a public/private cellular or satellite network, including but not limited to cell phones, smart phones, satellite phones, and tablets. For purposes of this policy, laptop computers or other devices, including tablets, that function without a cellular or satellite network, are not considered a Mobile Communication Device.

## III. POLICY STATEMENT

Idaho State University does not provide employees a personal Mobile Communication Device or stipend for a Mobile Communication Device. In some cases, the University may determine certain job-related responsibilities may require limited use of a University-owned device for business purposes.

While the University generally will not pay monthly service fees directly, a department may, in some limited cases and only with Vice President approval, purchase and own Mobile Communication Devices for departmental use. These devices may be issued temporarily to individual employees or be shared by groups of employees for specific business purposes when use of a personal Mobile Communication Device would generally be inappropriate. This may include instances where the employee needs to communicate directly with student housing residents, with patients of a University clinic, when required by a federal grant, etc.

Mobile Communication Devices should not be selected as an alternative to other means of communication – e.g., landlines, radio devices, etc. – when such alternatives would provide adequate but less costly service to the University.

A communication device acquired by a department and provided to an employee or work group is University property and all personal use of the device shall be in accordance with ISUPP 2400 *ITS Acceptable Use (V.A)*.

#### **IV. AUTHORITY AND RESPONSIBILITIES**

##### **A. Employee Responsibilities for University-owned Devices**

1. Understand the device is property of the University and must be returned immediately upon request for inspection, transfer, or other department needs at any time, with or without notice.
2. Ensure the device is used only for University business. While there may be emergency or extenuating circumstances under which a device is needed for personal use, those occasions should be rare and non-routine in nature.
3. Ensure the physical protection of the device from damage and unauthorized use.
4. Ensure the device is returned to the University when it is no longer needed, when job duties change, at shift change or other times when the device will be transferred to another employee on duty, or the employee terminates employment.

##### **B. Supervisor Responsibilities**

1. Determine whether a University-owned Mobile Communication Device is warranted and in the best interests of the department and the University.
2. Determine the source of funds to be used to pay for the University-owned Mobile Communication Device and annually evaluate the department's ability to continue to provide the device in the context of the department's overall budget.
3. Reinforce that University-owned devices are used only for business purposes.
4. Ensure employees promptly return University-owned devices following termination or reassignment to duties that do not qualify for use of a University-owned device.

C. Vice President or President Delegate Responsibilities

1. Review all initial requests for a University-owned device to determine whether the request is justified and in the best interest of the University.
2. Review all University-owned Mobile Communication Device plans annually and confirm the University-owned plan remains justified, appropriate, and within budget.