



CELL PHONE AND OTHER WIRELESS COMMUNICATION DEVICES

Area:	Campus Wide	Number:	
Applies to:	All University Faculty and Staff	Issued:	March 2018
		Revised:	March 29, 2023
Sources:	State of Georgia OPB Policy Memorandum #4 State of Georgia Purchasing Policies		
Policy Owner:	Chief Information Officer	Page(s):	2

I. Purpose

[OPB Policy Memorandum No. 4](#) requires each state agency, including institutions, to manage and minimize the costs of using telecommunications equipment and services.

This policy provides general guidelines for the appropriate and reasonable expenditure of University funds for the use of cell phones and other wireless devices for University business purposes. It provides guidance to employees and managers who, by nature of their work, are required to be accessible by telephone regardless of the time of day, day of the week, or geographical location and employees who are frequently away from their established office work site during the work day and have a business need to be available via email, text, or phone call for business purposes.

II. Policy

The University will purchase devices and related usage/service plans for approved employee use in the following circumstances:

- Emergency personnel responsible for protecting physical safety of the general public or responding to public or environmental emergencies;
- Personnel responsible for responding to critical system failures or service disruptions;
- On-call personnel; or
- Personnel expected to conduct business while commuting, traveling, or moving between appointments.

The appropriate Vice-President must approve any request for a cell phone or other wireless device, following the guidelines of this policy prior to purchase of the device and its related usage/service plan.

Mobile devices and their related service plans are for official University business purpose use only.

For all approved assignment of wireless devices, the University owns the device and will directly

contract with a provider to purchase software/applications and any applicable usage/service plans. The University will not enter into a usage/service contract for personally owned devices.

Right to Monitor Communications and Open Records

The University reserves the right to investigate, retrieve, read, or listen to any communication or data composed, transmitted, or received through the University's voice services, its online connections, and/or stored on its servers and/or property, without further notice to employees, to the maximum extent permissible by law. Express notice to employees stating that there is no right to privacy for any use of University telecommunications equipment and services should be included in the approval form for University-provided devices and services. Information stored on University-provided wireless communication devices which is prepared and maintained or received in the performance of a service or function by or on behalf of the University is public information and may be subject to disclosure under the [Georgia Open Records Act](#).

Mobile Device Management (MDM)

University-provided mobile devices accessing legally protected, sensitive, or institutional data shall be added for management and monitoring of said device to the current mobile device management solution being used by the University.

III. Procedures

- A. Approving the Device and Service – Once the appropriate individual has determined the devices and applicable service meet the criteria outlined in this policy, they are to document approval by completing the electronic [Cell Phone Request Form](#) (Request Form). The Office of Research must also approve the Request Form if the device and associated service is to be funded by a sponsored account to ensure the costs are allowable.
- B. Ordering and Payment Administration – The approved Request Form is submitted to Business Services. The device and related usage/services are ordered under University contract with service provider. The cost of the device and monthly usage fees are billed to the University by individual device. Each month, Business Services allocates charges to individual departmental budgets for their share of total monthly invoice.
- C. Monthly Review of Billings – The user's department must review monthly bills to ensure that the appropriate service plan has been selected and that no unauthorized additional charges were incurred. If the device is used in an unauthorized manner, the user's supervisor will take any appropriate disciplinary actions including revocation of the device. The user's department must have a process to review and approve the continued use of devices.
- D. Discontinuation of Service – Upon discontinuation of service, the user's department should notify and submit the device to Business Services. This office will coordinate equipment disposition with the University Surplus Property department.