



TITLE: MOBILE DEVICE POLICY

PURPOSE:

This policy provides guidance as to the appropriate circumstances for SUNYDMC purchase and service support for mobile devices/pager. This document outlines the requirements and regulations set forth by SUNYDMC regarding the justified use of mobile devices/pager.

POLICY:

Verizon mobile devices/pager provided by SUNYDMC shall be used for SUNYDMC business-related purposes, use of a mobile devices is the responsibility of the holder. Only the ongoing, frequent business need for a mobile devices justifies the issuance of a phone. In most cases, a beeper can be utilized at less cost to reach an Employee.

Criteria for purchasing: SUNYDMC may provide employees with mobile devices for use in conducting official SUNYDMC business, often outside the workplace, when there is a significant business-related reason for doing so.

Mobile devices must be requested via completion of the appropriate request form, appropriately approved and submitted to the SUNYDMC Telecommunications Department. The Department will provide cost-effective discounted plans. Cellular phone plans will be selected to reflect the level of expected business-related use (e.g. usage per month) these plans will be audited on an annual basis to insure that SUNYDMC is charged the lowest rate. Cell phones **MAY NOT** be purchased directly by the employee and a P-Card may never be used.

Review and approval: A director or vice-president/department chair must:

- authorize the purchase of a mobile device for an Employee
- Authorize the continuing need for a SUNYDMC provided phone for legitimate business purposes.

PROCEDURE: Completed, proper documentation must be provided with the appropriate request form before the Telecommunications Department will order any mobile device.

Documentation: An Employee who is to be provided a mobile device must sign a usage agreement prior to receipt of the phone. By signing the usage agreement, the Employee acknowledges agreement to the terms of this policy.

Responsibilities: The Employee's director/vice-president/department chair is responsible for ensuring that the purchase and use of a mobile device conforms to the requirements of this policy.

An Employee assigned a SUNYDMC mobile device is responsible for safeguarding the equipment and controlling its use. The Employee will be held responsible for any abuse or unauthorized use of their assigned mobile device. The Employee is expected to avoid using the mobile device under any circumstance where such use might create or appear to create a hazard, all use must be in accordance to all state and local laws governing the proper use of a mobile phone while operating a motor vehicle including while operating a motor vehicle without the aid of a proper hands free device.

The Employee should immediately report the loss or theft of mobile device /accessories to his or her department manager/police department, who in turn will immediately contact the HELP DESK/Telecommunications (**718-270-HELP** and helpdesk@downstate.edu). The Help Desk will issue a tracking ticket documenting the lose/theft, the Telecommunications Department will take appropriate action with the Wireless vendor.

Upon separation from SUNYDMC's employment, the Employee is required to promptly return the cell phone/accessories to his or her department manager, who will immediately return it to the Telecommunications Department. If the mobile device/accessories are not returned to SUNYDMC, the value of such will be deducted from the Employee's final paycheck.

A recipient of a SUNYDMC-owned mobile devices must sign the *Employee Acknowledgement Concerning the Use of Mobile Devices Resources Form* which will be submitted to the Telecommunications Department by the Director/V.P./Department Chair, along with the Mobile Device Request Form.

Device Upgrades: The Telecommunication Department may provide for a requested device upgrade only when there are sufficient upgrade credits to enable an upgrade that is free of charge or at a nominal cost. The Telecommunication's Department will require a submittal of a Mobile Device Request Form prior to ordering the upgrade.