



# St. Thomas University

<b>POLICY:</b>	<b>7001 Wireless Communication Devices</b>
<b>Revised Date:</b>	February 2013. Revised Nov. 24, 2017
<b>Approving Body:</b>	VP Finance & Administration
<b>Contact:</b>	Director (Facilities Management) Director (Information Technology Services) (ITS)
<b>Applies to:</b>	University Personnel

## 1.0 Reason for Policy

The purpose of this policy is to:

- 1.1 Establish policy on the assignment of wireless communication devices to University personnel;
- 1.2 Establish policy on reimbursements related to the use of University owned and personally owned wireless communication devices.

## 2.0 Scope

This policy applies to all University personnel that are currently using, or wish to use wireless communication devices including but not limited to cellular phones, mobile radios, pagers, smart phones, tablets or other communications devices with wireless capabilities.

## 3.0 Policy Statement

### 3.1 Eligible Users

All St. Thomas University (STU) faculty and staff requesting a wireless communications device that will be paid for in whole or in part with University funds must go through an application process. The individual must fill out the Wireless Communication Device Application (Appendix A) outlining their job-related need and what level of service they are requesting. The application must be approved by the employee's department head and the Vice-President of Finance and Administration, or their designate.

In determining whether or not the University will pay for a wireless communication device and service contract the following criteria shall apply:

- 3.1.1 The device and service contract are required for business use and any personal use is incidental in nature, or the staff member is required to carry a cell phone as part of her/his job duties.
- 3.1.2 STU or the applicable Department has sufficient budget to cover the cost of the device and related service fees. The cost of the purchase of the device will be charged to the applicable Department, while the usage fees will be charged to Facilities Management.
- 3.1.3 The type of device requested and its related service contract must be based on University standards, support, and procurement agreements. The University will be proactive in updating and reviewing its standards, support, and procurement agreements for wireless communication devices. (A current list of supported devices and voice/data plans are available from Facilities Management).
- 3.1.4 Personal charges in excess of \$25 in a month on University owned cell phone or wireless communication devices must be identified and reimbursed within thirty days of receipt of the invoice.

### **3.2 University Owned Wireless Communication Devices**

All new hardware, software, and/or related components that provide mobile communications and services for STU users will be purchased through Facilities Management and supported by STU's ITS Department. The installation and/or use of mobile communications hardware, software, and/or related components not approved by the ITS Department, is not permitted.

When requesting a new wireless device please allow one week from the time Facilities Management receives the request to obtain the unit.

### **3.3 Personally Owned Wireless Communication Devices**

University faculty and staff may use privately-owned mobile communications devices for business purposes. However, the ITS Department cannot and will not provide technical support for third-party wireless hardware or software, services or any other unapproved remote e-mail connectivity solution.

All expense forms for reimbursement of costs incurred for the use of personally-owned mobile communication devices must be submitted to the appropriate unit or Department head for approval. Unauthorized services (contracts or accessories) must be paid for with personal funds.

- 3.3.1 For personally owned wireless communication devices, the following charges **are eligible** for reimbursement:
  - (i) Costs such as long distance specifically related to a business call, or
  - (ii) Specific data charges related to the access to the internet for business purposes, or
  - (iii) where the staff member is required to carry a cell phone as part of her/his job duties, monthly fees where the fees are deemed reasonable and comparable to monthly fees of University-owned wireless communication devices. A standard monthly reimbursement for an employee can be determined based

on the average of two recent monthly invoices, to a maximum of \$75 per month.

3.3.2 The following charges are **not eligible** for reimbursement:

- (i) The purchase cost of protection plans and set up fees of a personally owned cell phone or wireless communication device;
- (ii) Roaming charges incurred while not on a roaming plan; and
- (iii) Other expenses not included in 3.3.1 above.

### **3.4 Appropriate Use**

- 3.4.1 It is the responsibility of any STU faculty or staff user who is connecting to the University's network via a mobile communications device or service to ensure that all components of his/her wireless connection remain as secure as his or her network access within the office. It is imperative that any wireless communications device and service, used to conduct university business be utilized appropriately, responsibly, and ethically.
- 3.4.2 Employees using mobile communication devices and services for remote wireless access will use secure remote access procedures.
- 3.4.3 All mobile communication devices used for business interests, whether personal or University-owned, must use reasonable, physical, security measures whether or not they are actually in use and/or being carried.
- 3.4.4 Prior to initial use or connecting to the University's network, all mobile communications devices and licensed hardware, software, and related services must be registered with ITS. No university employees or contractors will make modifications of any kind to university-owned and installed wireless hardware or software without the express approval of ITS.
- 3.4.5 The wireless communications device user shall immediately report to his/her manager and the university's ITS Helpdesk any:
  - (i) lost or stolen devices;
  - (ii) incidents or suspected incidents of unauthorized access;
  - (iii) disclosure of university resources such as databases, networks, etc. to unauthorized persons.
- 3.4.6 STU reserves the right to turn off without notice any access to the network that puts the University's systems, data, users, and clients at risk.
- 3.4.7 Users will take all reasonable steps to minimize costs related to the use of mobile communication devices, for example by configuring and using Wi-Fi whenever possible to reduce data charges, and by ensuring that appropriate plans are added to the device through Facilities Management to minimize costs due to roaming, texting, data usage, etc. In particular, if an employee will be travelling out-of-country and using the device, the employee must make arrangements to add appropriate plans to the device through Facilities Management at least one week prior to travel.

### **3.5 Illegal and Inappropriate Use**

In accordance with New Brunswick's *Motor Vehicle Act*, it is illegal to make or take telephone calls when driving unless the telephone is hands-free or single-touch.

Examples of unacceptable use of a mobile device include, but are not limited to:

- Distribution of offensive material
- Use for personal financial gain
- Propagation of any form of malicious software (viruses, worms, etc.)
- Capture and storage of information that is inappropriate or illegal.

### **3.6 Contacts**

For **purchasing inquiries**:  
Director of Facilities Management  
(506) 460-0396

For **information technology related inquiries**:  
Director of ITS  
(506) 452-0484

### **4.0 Accountability**

The Vice-President of Finance and Administration will be responsible for communication, administration and interpretation of this policy.

### **5.0 Secondary Documents**

Appendix A: Wireless Communications Device Application

### **6.0 Review**

This policy shall be reviewed periodically as needed.

### **7.0 Effect on Previous Policies**

This policy supersedes all previous policies on the subject.

### **8.0 Cross References**

None.

# Appendix A: Wireless Communications Device Application

(Complete Part I and forward to the Facilities Management Office)  
(Contact Facilities Management for the current list of devices and plans available)

## Part I – Departmental Approval:

Assigned to: \_\_\_\_\_

Department: \_\_\_\_\_

Description of device / service package (voice and/or data) / accessories requested:

\_\_\_\_\_

New Device: Yes / No    Upgrade Device: Yes / No    Upgrade Plan: Yes / No

Justification: \_\_\_\_\_

I have read and understand the terms and agree to Policy 7001 Wireless Communication Devices.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Recommended by (Department Head/Account Holder):

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

**PART II – Device / Plan Selection:**

Device Make/Model # \_\_\_\_\_ Supplier: \_\_\_\_\_

Device Cost: \$ \_\_\_\_\_ Budget Account #: \_\_\_\_\_

Contract Term: \_\_\_\_\_

Voice Plan Cost: \$ \_\_\_\_\_ Voice Plan Summary: \_\_\_\_\_

Data Plan Cost: \$ \_\_\_\_\_ Data Plan Summary: \_\_\_\_\_

Accessories Cost: \$ \_\_\_\_\_ Accessories Summary: \_\_\_\_\_

Upgrades: \_\_\_\_\_

Approved By:

\_\_\_\_\_  
Signature of Vice-President (Finance & Administration)