

Title: Mobile Phones/Devices
Reference:
Replaces:

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 ☐ Policy:
 ☐ Procedure:
☐ **Last Reviewed:**
☐ **Effective:** 5/26/2011
☐ **Next Review:**
☐ **Responsibility:** Information Technology

Policy

The College recognizes that certain job functions require employee accessibility outside scheduled working hours. For this reason, the College will provide mobile phones/devices to select employees.

Procedure

Criteria for Assignment of Mobile Phones/Devices

College mobile phones/devices may be assigned to employees based on one of the following criteria: a) The job function of the employee requires considerable time outside of their assigned office or work area and it is important they are accessible during those times; b) The job function of the employee requires accessibility outside of scheduled or normal working hours. It is the responsibility of the vice president, or dean to determine whether a College mobile phone/device is warranted and the type of mobile phone/device plan that is required. If the employee is at a job level commensurate with a vice president, or dean, then their immediate supervisor shall make the determination.

Guidelines of Mobile Phones/Devices Plans

All College provided mobile phones/devices are to be acquired through the Information Technology (IT) Department. The approving party (vice president or dean) will make a recommendation of mobile phone vs. smartphone to Vice President/Chief Information Officer (VP/CIO) and a joint decision will be made.

Supported mobile phones/devices include those with the following operating systems:

- Android
- iOS
- Windows Mobile
- Web OS

When receiving the College mobile phone/device, the employee and approving party (vice president, or dean) are required to sign a statement of receipt and acknowledgement of responsibility for Cecil College issued mobile phone/device.

Employees are required to comply with all state and local laws regarding the use of wireless mobile phones/devices while driving. The use of mobile phones/devices while driving a college-owned vehicle is prohibited unless using a hands-free device. The Maryland law became effective in October, 2010 and prohibits the use of mobile phones/devices while operating a motor vehicle.

Reimbursement for Personal Calls

College provided mobile phones/devices are intended to be used for official College business. It is recognized, however, that it is impractical to limit the use of College mobile phones/devices to 100% business use. Therefore, personal use is not prohibited, but the College expects employees to exercise prudent judgment in keeping personal calls within the selected plan limits. Accounts Payable routinely monitors invoices for unusual charges and reports to the Vice President of Administrative Services; VP/CIO in coordination with the Purchasing Office reviews the College account twice a year with the provider to adjust plans.

Loss/Theft/Breakage

Employees in possession of a college mobile phone/device are expected to protect the equipment from loss, damage or theft. Lost or stolen mobile phones/devices should be immediately reported to the approving party (vice president, or dean) and VP/CIO so that the service can be cancelled and all College and personal data can be wiped from smartphones registered to Cecil College's Verizon account. Those devices that are not identified as "smart" cannot have any data wiped. All costs incurred for replacement or repair will be the responsibility of the employee or their department.

Resignation/Termination of Employment

Upon resignation/termination of employment, College owned mobile phones/devices must be returned to the approving party (vice president, or dean) or the VP/CIO. Service will then be cancelled and all College and personal data will be wiped from the mobile phone/device.

Removal of Mobile Phones/Devices

A College mobile phone/device is the property of the College and as such may be removed from the employee's possession at any time. Abuse of College mobile phone/device privileges will result in loss of those privileges. The approving party (vice president, or dean) or immediate supervisor should report abuse to VP/CIO who is responsible for cancelling mobile phone/device privileges.