

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

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

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
(506r

Appendix A:

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)