

# Mobile Service Devices

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## Purpose

The purpose of this policy is to establish guidelines for the procurement, possession, and appropriate use of company provided mobile service devices by officers and employees of the Associated Students, Incorporated. It also defines guidelines for the personal use of such devices. The policy is intended to facilitate the conduct of official business, reduce unnecessary costs, and avoid the violation of tax provisions regarding the personal use of mobile service devices.

## Policy Statement

It is the policy of the Associated Students, Incorporated to provide officers and employees with efficient, cost effective telecommunication equipment and services when necessary for the fulfillment of the essential duties and responsibilities of the employee's position. ASI- provided mobile service devices are intended to be used for business purposes. In addition, employees should only use mobile service devices when a less costly alternative does not exist. This policy and related procedures apply to all ASI departments.

## Who Should Know This Policy

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Budget Area Administrators      | <input checked="" type="checkbox"/> Elected/Appointed Officers | <input type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Management Personnel | <input type="checkbox"/> Program Advisors                      | <input checked="" type="checkbox"/> Staff |
| <input checked="" type="checkbox"/> Supervisors          | <input type="checkbox"/> Volunteers                            |   |

## Definitions

For purposes of this policy, the terms used are defined as follows:

Term	Definition
Assigned user	The specific individual to whom a mobile service device is issued
Business use	Use of a mobile service device to conduct official ASI business
Emergency	A serious situation or occurrence threatening health, safety, or property that happens unexpectedly and demands immediate action
Mobile service device	A device or an apparatus associated with a device that enables an employee to communicate wirelessly with another person. The term includes, without limitation, a cellular telephone, a pager, a laptop computer, a personal digital assistant, or a transmitting radio.
Official ASI business	Conduct engaged in for the purpose of serving as an authorized representative of the Associated Students, Incorporated or for the purpose of acquiring knowledge, information, contacts, or intelligence that the corporation deems important to the operation of the organization, its programs, services, and facilities.
Personal use	Use of a mobile service device that is not related to the conduct of ASI business
Service plan level	A contract or service agreement by a vendor to provide cellular communication service at a fixed monthly charge for a fixed number of minutes beyond which additional charges accrue

## Regulations

### 1.0 Assignment of Mobile Service Devices

The assignment of mobile service devices shall be limited to those officers or employees who have a legitimate business need for such equipment. The following are the basic criteria for establishing "legitimate business need."

- The officer or employee travels frequently to conduct official ASI business
- The officer or employee spends significant amounts of time spent away from his/her office
- Others in the organization need to have immediate access to the officer or employee for business reasons (e.g. approvals, authorizations, reporting emergencies, etc.)
- The officer or employee is required to communicate regularly with ASI or university staff while away from campus

- The corporation has concerns for the personal safety of an officer or employee who travels, works evening hours, works in isolated areas, or works in high crime areas
- The employee needs to be routinely accessible after normal business hours

If an individual meets one or more of these criteria, he/she shall be considered a viable candidate for a mobile service device. The assignment of mobile service devices shall be authorized only when there is a demonstrated need.

ASI-provided devices may only be assigned to employees who have been informed of ASI guidelines on the use of mobile service devices and who have signed the mobile service device Assignment form.

The purchase of mobile service equipment and plans shall be subject to approval by the ASI Executive Director or designee and will be processed through the telecommunications coordinator (refer to Section 4.1).

## 2.0 Use of Mobile Service Devices

The following regulations govern the care and use of mobile service devices provided to officers and employees by ASI.

### 2.1 Physical Security

Officers and employees shall take reasonable precautions to prevent theft and vandalism of any ASI-provided mobile service device. In the event that a mobile service device is lost, stolen, or vandalized due to one's failure to use reasonable precautions, ASI may require the officer or employee to reimburse ASI for the reasonable cost of replacing the equipment.

### 2.2 Transmitting Confidential Information

Cellular transmissions are not secure. Employees shall refrain from using mobile service devices to relay confidential information.

### 2.3 Personal Use

The use of ASI-provided mobile service devices for personal business is prohibited except in cases of emergency. Billing statements shall be audited periodically by the assigned user's immediate supervisor to determine if his/her mobile device has been used for personal business. Any detectable charges for such usage shall be reimbursed to ASI by the employee.

### 2.4 Prohibited Uses

An employee who uses an ASI-supplied device or an ASI-supplied vehicle is prohibited from using a mobile service device while driving, whether the business conducted is personal or company related. This prohibition includes receiving or placing calls, text messaging, browsing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to his/her employment; ASI business; ASI customers; ASI vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of ASI; or any other personal or business-related activities not named here while driving. Likewise, ASI employees are prohibited from using their personal mobile service devices to conduct ASI business while driving. This prohibition includes the use of hands-free devices ("bluetooth devices").

Except for emergency purposes, such as emergency calls to law enforcement, a health care provider, or the fire department, employees are expected to pull over and cease driving prior to using any mobile service device.

If an employee receives a citation(s) for violating the California Wireless Telephone Automobile Safety Act, the fines and penalties are solely the responsibility of the employee.

### 3.0 Reimbursement for Use of Personal Devices

Employees using privately owned mobile service devices may be reimbursed by their department for direct air time for calls to conduct authorized ASI business when evidenced by a billing detail. Reimbursement shall be made through ASI's Employee Expense Report process with the billing detail attached. ASI business calls shall be identified, including name of person/agency called.

### 4.0 Responsibilities

#### 4.1 Telecommunications Coordinator

The Associated Students, Incorporated shall designate a telecommunications coordinator for oversight of all ASI mobile service devices. The telecommunications coordinator shall be responsible for the following:

- Receiving and reviewing proposals for services plans and making recommendations to management regarding selection of service plans
- Placing orders for equipment and service with the appropriate vendor
- Receiving and processing billing statements for mobile service devices and allocating costs to the appropriate departmental budgets
- Periodically distributing billing detail statements to assigned users for the identification of personal use
- Terminating service at the direction of an assigned user's supervisor or the Human Resources Office

#### 4.2 Department Supervisors

Department Supervisors or their designees shall be responsible for the following

- Receiving individual requests for mobile service devices and service plans and providing supervisor authorization to the Telecommunications Coordinator
- Assigning each mobile service device to one specific individual (Assigned User)
- Ensuring appropriate controls are in place for the security and maintenance of the equipment assigned to their staff
- Ensuring that all Assigned Users have read and signed the Mobile Service Agreement form
- Ensuring that staff under their supervision comply with the provisions of this policy

- To periodically audit the billing detail of assigned users under their supervision to detect any personal use

#### 4.3 Assigned User

The Assigned User shall control and monitor the use and return of the mobile service device and shall be responsible for reimbursing the Associated Students, Incorporated for any personal use of their assigned mobile services device as indicated on the billing detail.

### Forms

The following forms are to be used in the execution of this policy.

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
Mobile Service Agreement	To articulate and document assigned users understanding and agreement with regulations governing the use of ASI-provided mobile service devices	USU Administration	Department Supervisor and telecommunications coordinator	Must be submitted prior to the release of mobile service device to the assigned user