

Cellular Device Guidelines

Information Technology Services

Guidelines to Receive a Cellular Device

Cellular devices may be provided for those University employees whose jobs entail one or more of the following responsibilities:

- Employees who frequently travel or are out of the office and need to be in contact with staff, managers, or other University business associates.
- Employees who typically work in the field or at job sites where access to electronic communications devices is not readily available.
- Employees who need to be contacted and/or to respond in the event of an emergency or are required to be available during non-business hours.
- Employees who are required by their department to be accessible at all times by electronic means.

Department-Provided Cellular Device

In some circumstances, the University may provide a departmental cellular device and service not assigned to a specific individual.

Guidelines for Cellular Device Use

Personal use, while allowed, should comply with State Statute 81-1120.27. (See the Cellular Device Policy at <http://www.unk.edu/policies>.) Personal use should not result in additional costs to the University. When personal charges are incurred, it is the employee's responsibility to reimburse the University for all personal use.

The cellular device is issued for university benefit. The employee agrees to carry the cellular device with him/her, keep it charged and in operational condition, and be accessible for business use as required by his/her supervisor.

The employee agrees to use the cellular device in ways consistent with all applicable local, state or federal laws. Inappropriate and unlawful use of cellular device features, such as camera equipment, is prohibited.

Cellular device users must be aware of state and municipal laws regarding the use of cellular devices while driving. The laws vary widely by location. In addition, use of cellular devices while driving can cause hazardous distraction, especially in adverse weather, heavy traffic, or limited visibility conditions. The use of University-owned or personal cellular devices

(texting, emailing or verbal communication) while driving a University-owned, personal or rental vehicle when acting as an agent of the University of Nebraska at Kearney is prohibited. Police vehicles are exempt from this requirement when the use of a personal communication device is an essential function of official duties.

Billing

Service and equipment is procured through Information Technology Services (ITS). ITS processes the carrier invoices for payment on a monthly basis. The invoice breaks down the costs by individual phone number, including voice and data service plans, special features, plus any equipment that may have been purchased for the phone number. When new service is ordered, ITS requires a cost object number from the responsible department to associate with the new phone number.

ITS allocates the full amount of each individual billing statement to the responsible department cost object on a monthly basis. These charges can be viewed on-line by the department. If billing errors are detected by ITS or reported to ITS, the carrier representative is contacted to make adjustments in subsequent billing periods.

It is the responsibility of the department to review monthly billing statements. The department should confirm the usage charges and review any additional features or equipment included on the statement.

Monitoring Appropriate Usage

The department to which the cellular device is assigned is responsible to monitor usage and ensure its appropriateness. Recommendations for effective monitoring include:

- Employee education regarding the use of cellular devices.
- Distribution of a copy of the Cellular Device Policy and Cellular Device Guidelines.
- Validation of the legitimacy of calls made to and from the cellular device via information presented in the call detail. Notify ITS of any issues and/or concerns with monthly invoices.
- Collect and deposit money owed to the University for usage determined to be non-university-related.
- Take disciplinary action or discontinue cellular device authorization for continued misuse or abuse of University-supplied service.
- Annually evaluate plan offerings and cellular needs and modify service plans and equipment through ITS as necessary for cost effectiveness and cost efficiency.

Service Problems, Damage, Loss or Theft of Equipment

If there are service problems, damage, loss or theft of a University-provided cellular device, contact ITS as soon as possible. Arrangements will be made with the carrier to correct the problem, modify service, or order replacement equipment. Any charges incurred for replacement or repair are the responsibility of the employee's department.

Termination of Cellular Service

When cellular service is no longer needed, the department is responsible for promptly contacting ITS to request termination of the service. ITS will contact the carrier regarding the requested termination. Early termination fees can apply.

History

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