



Effective: February 1, 2017
Last Revised: November 27, 2017

Responsible University Office:
Information Technology Services

Responsible University Administrator:
Chief Information Officer

Policy Contact:
Deb Schroeder
schroederd@unk.edu

Cellular Device Policy

POLICY CONTENTS

Scope
Policy Statement
Reason for Policy
Definitions
Forms
Related Information
History

Scope

The policy applies to all employees, temporary employees, students, contractors, and consultants.

Policy Statement

University-provided cellular devices are issued for use by University employees to conduct official University business. Per State Statute 81-1120.27, the facilities of the University's telecommunications systems are provided for the conduct of University business. In addition, the University's telecommunications systems, cellular telephones, electronic handheld devices, or computers may be used by University employees and officials for emails, text messaging, local calls, and long-distance calls to children at home, teachers, doctors, day care centers, baby sitters, family members, or others to inform them of unexpected schedule changes and for other essential personal business. Any such use for essential personal business shall be kept to a minimum and shall not interfere with the conduct of University business. A University employee shall be responsible for payment or reimbursement of charges, if any, that directly result from any

such communication. However, the reporting of personal use is the responsibility of the employee. Further, it will be the employee's supervisor who will verify and audit the University monthly cellular billing to verify that all personal calls are accounted for and to ensure the usage is consistent with University operations.

The phone number assigned to a cellular device will be in the local calling area. The phone number belongs to the University of Nebraska at Kearney and will be released to the employee only upon approval by the employee's department and Information Technology Services.

Mobile Device Management (MDM) may be installed on cellular devices by the University of Nebraska at Kearney.

Every employee who is issued a University-provided cellular device is responsible for the following:

1. The employee must complete the UNK Employee Cellular Device Agreement under the Forms section below.
2. The employee agrees to carry the cell phone with him/her, keep it charged and in operational condition, use it appropriately, and be accessible for business use of the cellular device as required by the employee's supervisor.
3. The employee agrees to list the cellular phone number in the University telephone directory if the cellular device is the employee's working telephone number.
4. The employee agrees to abide by the Cellular Device Guidelines as established by the University. See the Related Information section below.
5. The employee may retain moderate risk data or high risk data on a cellular device only if protective measures, such as encryption, are implemented to safeguard the confidentiality or integrity of the data in the event of theft or loss.
6. The employee is responsible for the physical security of the cellular device assigned to him/her. If the cellular device is vandalized, lost, stolen, or is otherwise unavailable for normal business activities, the employee must inform the supervisor.
7. The employee is responsible for protecting the cellular device and data when away from home on personal travel or on University business since sensitive data can be compromised if the device is hacked, inspected, confiscated, stolen or lost. Extra precautions are to be taken when traveling to high risk locations. See the advice for Traveling with Electronic Devices under Related Information for current details.
8. The cellular device must be returned when the employee leaves the University or the employee no longer has a significant business need to utilize the cellular service.
9. 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.

Enforcement

This policy is enforced by the Information Technology Services Security Team in coordination with Human Resources (staff) and/or Academic Affairs (faculty). Failure to comply with this policy may result in disciplinary actions and/or termination of cellular device services.

Reason for Policy

Cellular phones and cellular-based wireless communications devices are effective resources for University employees in the performance of their job duties when they spend considerable time outside of their assigned office areas or must be accessible outside of normal work hours. The University of Nebraska at Kearney conforms to Internal Revenue Service regulations and Nebraska Statutes governing employer-provided cellular devices and related services for use by employees.

Definitions

Moderate Risk Data is data that is not considered high risk and is not generally available to the public or the loss of confidentiality, integrity, or availability could have a mildly adverse impact on the mission, safety, finances or reputation of the University of Nebraska at Kearney.

High Risk Data is data that must be protected by law or regulation. Data is classified as High Risk if UNK is required to self-report to the government and/or provide notice to the individual if the data is accessed inappropriately. The loss of confidentiality, integrity, or availability of High Risk Data could have a significant adverse impact on the mission, safety, finances, or reputation of the University of Nebraska at Kearney.

Forms

[UNK Employee Cellular Device Agreement](#)

Related Information

[Cellular Device Guidelines](#)

[Traveling with Electronic Devices](#)

History

Initial Policy, October, 2016

Updated November, 2017 – Responsible University Administrator changed from
Assistant Vice Chancellor-IT to Chief Information Officer