

**Berea College**  
**Policy for Use of Campus-Owned Portable Wireless Devices**  
**Effective April 15, 2008**

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**Purpose**

This policy provides guidelines covering employee use of and payments for College-owned or individually-owned portable wireless phone and data devices.

The College is experiencing growth in the use of portable wireless devices including cell phones with voice and data capabilities (e.g., a Blackberry). In a very few cases, employees may be issued such a portable device and receive monthly support by the College for use of such devices when they are needed to carry out specific job responsibilities (e.g., those whose positions regularly require business travel). More commonly, individually-owned devices like Blackberry's can be connected to the campus email system to allow email, calendar items, and contact information to be downloaded automatically to these personal devices. There may be a one-time fee applicable if the employee wants full connectivity available through our campus network.

**Policy**

**1. Who Qualifies for a College Issued Cell Phone or Data Device?**

With approval from the appropriate Vice President or Dean, some employees may be permitted to carry a College issued cell phone or data device such as a Blackberry. This decision is based on specific job expectations and requires funds to be approved from the department budget for this purpose. For example, individuals required to travel frequently (e.g., admission's counselors or development officers) or those required to remain connected to campus network devices and monitoring systems (e.g., some IS&S support personnel) may be approved for such a device.

**2. Fees**

Departments considering provision of portable wireless devices to employees need to be aware of one-time and monthly fees. Sample fees are shown below, but a complete list of fees for equipment and plan options under the college's contract can be obtained from IS&S Media Services:

- a. **Blackberry 8820:** \$200 (one-time charge with two-year commitment to data plan)
- b. **Blackberry Enterprise Server Access License:** \$100 (one-time charge)
- c. **Blackberry Data Plan:** \$36/month plus taxes
- d. **Basic Voice Plan:** \$32/month plus taxes

For individuals who own their own phone, the College may agree to pick up all or a portion of the cost of the Server Access License fee, data plan, or voice plan when an employee's position requires 24/7 access from non-Berea locations. A request should be made using the attached form and must be approved by both the supervisor and appropriate Vice President.

### **3. Employee Responsibilities**

#### **a. Exiting Employees**

Cell phones and portable devices should be returned to Media Services as part of the exit process when employment is terminated.

#### **b. Personal Charges**

Any voice or data plan provided by the College is designed to meet the work requirements for the position. However, if additional charges are incurred that are above and beyond the College supplied plan, it is the employee's responsibility to reimburse the charges each month or to demonstrate that the charges are work related.

### **4. Department Head Responsibilities**

Each department head is responsible to monitor the adequacy of the chosen plan for intended work purposes and contact Media Services to change to the most cost effective plan for a particular employee's work needs. The College maintains a contractual relationship with AT&T which is our primary service provider. Information about plan options, equipment and prices can be obtained from IS&S Media Services.

### **5. Wireless Voice & Data Services Contract**

The IS&S department will maintain a contract with our wireless service provider which will cover college purchases of wireless voice/data devices and services. Purchase of devices and services by college departments or by individuals will be handled through IS&S Media Services through this contract. IS&S Media Services will also provide technical support for those devices purchased through the College.

### **6. Personal Purchases Under College Contract**

The College's contract provides a discount opportunity for personal purchases of wireless voice and data service by college students, employees and retirees. Information about plan options, equipment and prices can be obtained from IS&S Media Services.

## **Procedures**

Complete the request form attached to this policy and forward to the appropriate supervisor and Vice President for authorization. Cell phones/data devices are not automatically transferrable. When an individual vacates a position, the new hire must complete the form and receive authorization before a phone or portable device can be issued. Once authorization is obtained, present the form to IS&S Media Services to initiate purchase of equipment and/or services.

**Request for College Issued Portable Wireless Devices**  
*(Includes cell phones, Blackberrys and other such devices)*

*Instructions: Complete the form below and forward to the appropriate individuals for approval. With approvals received, hand deliver the form to Media Services and they will assist you in ordering the device.*

Employee Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Check Services That Apply Below:

- Request for Cell Phone:  with Voice Plan     with Data Plan  
 Rarely Needed Services:  Text Messaging Plan     Navigation Assistance Plan (GPS)  
 I will use my own phone but I am requesting reimbursement for any of the above services.

<p>Describe Work Related Need for Such Device:</p>          	<p align="center"><b>Employee Agreement:</b></p> <p><i>I agree to abide by College Policies in the use of my Cell Phone and/or Data Device which includes returning the device to Media Services at the Computer Center at the time I terminate employment with the College.</i></p> <p align="center">_____</p> <p align="center">Employee <span style="float: right;">Date</span></p> <p>Describe any Special Device Requirements:</p>    
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**Approval Signatures:**

<p align="center"><b>Prepared by Department Head</b></p> <p>_____</p> <p>Department Account Number to Charge</p> <p>Expected:    <u>                    </u>    <u>                    </u></p> <p align="center">Voice Minutes/Month    Text Messages/Month</p> <p>_____</p> <p>Department Head <span style="float: right;">Date</span></p>	<p align="center"><b>Authorized to Proceed</b></p> <p>_____</p> <p align="center">Vice President/Dean <span style="float: right;">Date</span></p> <p>Comments:</p>   
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