

Berea College

Policy for Use of Campus-Owned Portable Wireless Devices

Effective April 15, 2008

Revised July 1, 2013

Purpose

This policy provides guidelines covering employee use of and payments for College-owned portable wireless phones and mobile devices.

The College continues to experience growth in the use of portable wireless devices including iPads and smartphones with voice and data capabilities such as iPhones. 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 iPhones can be connected to the campus email system to allow email, calendar items, and contact information to be downloaded automatically to these personal devices.

Policy

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

With approval from the appropriate Vice President, some employees may be permitted to carry a College issued mobile phone or data device such as an iPhone or iPad. 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 more complete list of fees for common equipment and plan options under the college's contract can be obtained on the myBerea portal or from the IS&S Technology Resource Center:

- a. 16 GB iPhone:** \$200 (one-time charge with two-year commitment to data plan)
- b. 3 GB/month Enterprise Data Plan:** \$36/month plus taxes
- c. Individual 450 min/month 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 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

Mobile phones and portable devices should be returned to the IS&S Technology Resource Center 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 the IS&S Technology Resource Center 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 found on the myBerea portal or obtained from the IS&S Technology Resource Center.

5. Wireless Voice & Data Services Contract

IS&S Administration 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 under this contract. The IS&S Technology Resource Center 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 found on the myBerea portal or obtained from the IS&S Technology Resource Center.

Procedures

Complete the request form attached to this policy and forward to the appropriate supervisor and Vice President for authorization. Once authorization is obtained, present the form to the IS&S Technology Resource Center to initiate purchase of equipment and/or services.

Assistance with the details of the form can be found on the myBerea portal, with your department's mobile phone account liaison or through the IS&S Technology Resource Center.

Mobile phones and data devices are not automatically transferrable. When an individual vacates a position, the new hire must complete a new form and receive authorization before a device can be issued.