



**Policy Title: Office of Information  
Technology Cellular Policy**

**Policy No.: 7900                      Rev.: 4**  
**Effective Date: November 2015**

**Responsible Office:**        Office of Information Technology  
**Responsible Official:**    Associate Vice President & CIO of Information Technology

## Contents

Scope.....	1
Policy Statement.....	1
Reason for the Policy.....	1
Definitions.....	2
Policy Sections.....	2
7900.1 Equipment Procurement.....	2
7900.2 Budget.....	2
7900.3 Acceptable Usage.....	3
7900.4 International Travel.....	4
7900.5 Termination of Cellular Devices.....	4
7900.6 Signature and Agreement.....	4

## Scope

The goal of this policy is to clearly outline appropriate and inappropriate use of the University of New Haven’s cellular resources.

## Policy Statement

This policy is designed to guide faculty and staff and other authorized users in the acceptable use of cellular devices provided by the University of New Haven according to the mission statement of the University.

## Reason for the Policy

Cellular devices have been and continue to be of greater use and reliance by personnel. The University relies on the ability to immediately contact such personnel for numerous University related business.

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## Definitions

### Cellular Devices

Includes but is not limited to mobile phones, tablets, and mobile hotspot devices operating on a cellular network and University Wi-Fi environment.

### Accessories

Includes but not limited to items such as batteries, belt clips, chargers and cases.

### Microsoft Exchange - Outlook Web App

A software program that enables users to wipe their mobile device for the deletion of content in case the device is lost or stolen.

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## Policy Sections

### Cellular Device Usage Policy

#### 7900.1 Equipment Procurement

Employees of the University of New Haven who may have a need to conduct University business when a landline telephone and University network is unavailable and/or requires accessibility regardless of time and place are eligible for, but not entitled to, a University supplied cellular device.

The request for cellular equipment must be approved by the Vice President of the department or Dean to validate there is a clear business need for expenditure of University resources. The following criteria may serve as a guideline to identify an employee's need:

- Employee's job description indicates availability outside the normal business day or travel requires a cellular device as an integral part of meeting job requirements.
- Employee is included in critical University-wide decision making outside of normal business hours.
- More than 50% of work is conducted off-campus.
- Must be available outside normal working hours (i.e. emergency response, etc).
- Personal convenience of an employee is not a valid business justification.

#### 7900.2 Budget

All cellular equipment and accessories must be budgeted by the department/college. The request, once approved, should be submitted to the Office of Information Technology's Helpdesk via the support services system.

All departments will have a monthly charge automatically deducted by the Business

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Office. The charges may be checked at any time in Banner under the corresponding index and accounting code. A detailed report may be acquired by contacting the Office of Information Technology or the Business Office. It is the responsibility of each department to monitor these costs. Any additional monthly charges incurred on any cellular device may need to be reimbursed by the employee if not previously authorized and may also result in the removal of the device.

### **7900.3 Acceptable Usage**

UNH provides this cellular equipment for employees for the purpose of conducting university business. Personal calls and use should be limited. Any employee receiving a cellular device and repeatedly cannot be contacted by the University for the purposes described above or appears to be primarily for personal use may have the device terminated without prior notification.

All content on the device(s) is “owned” by the University of New Haven and is subject to monitoring. OWA may also be used by the University to add or remove apps at the discretion of the University.

No cellular device may be transferred to another user without the approval of the manager of the department or Dean. These changes must be submitted to the Office of Information Technology’s Helpdesk via the support services system.

Any employee receiving a cellular device should keep it in good working order and safeguard it against damage or theft. If the cellular device fails to work, the employee must report this to their department and notify the Helpdesk via the support services system. The device may be replaced with a similar device.

An employee may choose to upgrade a cellular device from the University standard; they may request the pricing from Helpdesk and only if approved by their supervisor, pay the Bursars Office for the full price of the upgrade. The University will then relinquish responsibility of this device and associated accessories, but maintain the service plan. It is the responsibility of the supervisor to reconcile this at the time of the employee’s termination of service.

Any University-owned cellular device that is damaged due to neglect or carelessness, the employee will be asked to reimburse the University for a similar device or fair market value. This does not constitute an employee owned device which is the employee’s responsibility.

If the cellular device is lost or stolen on campus call the UNH Police Department at 203-932-7014 to file a report. If the cellular device is lost or stolen outside of the UNH campus, contact the local police agency where the incident occurred.

In any of the above cases, the employee must contact the Helpdesk immediately to remove service and assist when needed to wipe the device. All devices will be registered in the Microsoft Exchange Outlook Web App (OWA) and the user will have the ability to

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wipe the device if it is lost or stolen. In the event the device has been lost or stolen, users will log into the Outlook Web App and go to Settings> Options> Phone and choose the device to be wiped. A confirmation email will be sent to the user that the device has been wiped. A copy of this email should also be forwarded to the Helpdesk for confirmation.

Users may choose to back up their cellular device to iTunes or Cloud, however, no user may enable a personal Cloud account on any UNH device. All Cloud accounts must have the @newhaven.edu email address linked to the account.

All employees that receive a University-owned cellular device are expected to use the device in an appropriate manner. Users of these devices:

- May not share/lend the device without the consent of their department/college.
- Downloading of any illegal content is strictly prohibited.
- May not download or stream specialized content such as movies, sporting events, ring tones, music and other non-University related content that may have a charge associated with it for payment by the University of New Haven without express written consent.
- Must follow all federal, state and international law regarding the use of any cellular devices.

Evidence of illegal activities or policy violations with a cellular device will be turned over to the appropriate authorities immediately after detection. Depending upon their nature, violations of law or policy will be met with responses including revocation of access, suspension of accounts, disciplinary action and prosecution.

#### **7900.4 International Travel**

Employees required to take their cellular device while traveling internationally on University business, must contact the Office of Information Technology's Helpdesk to ensure the device will work in the country they are traveling to and to apply the appropriate global feature for charges incurred. The cost is the responsibility of the department.

Any charges incurred while traveling internationally without the consent of the department or notification to the Helpdesk for a global plan to be enabled will become the responsibility of the employee.

#### **7900.5 Termination of Cellular Device Service**

When existing cellular service is no longer deemed necessary, the department is responsible for contacting the Office of Information Technology's Helpdesk to terminate service and collect the cellular device and all accessories deployed.

When employment at the University of New Haven ends, an employee must return all University-owned cellular devices and all University-owned accessories to their supervisor. Failure to comply will result in the employee having to reimburse the

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University for fair market value. The supervisor must inform the Office of Information Technology's Helpdesk of the termination via the support services system.

**7900.6 Signature and Agreement**

The employee below agrees to abide by this policy and any future updates to this policy. Upon termination, all devices and peripherals will be returned in good condition and all data wiped from the device.

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Signature

Printed Name

Date