

MONTCLAIR

STATE UNIVERSITY

University Cellphones and Mobile Devices Policy	
Responsible Office:	Information Technology
Policy Summary:	Outlines the requirements for and obligations around the use of University-owned cellphones and mobile devices.
Effective Date:	
Last Revision Date:	2022

I. Purpose

II. Applicability

This Policy applies to all Montclair State University employees.

III. Definitions (as applicable)

IV. Policy

Montclair State University allows University employees who meet the following criteria to access University paid cellphones and mobile devices:

- Employees who spend a majority of their time outside their work area or traveling.
- Employees who are required to be accessible beyond normal business hours.
- Employees who are required, based on their job description, to be immediately accessible due to an emergency.
- Authorization and approval of Employee's Department Head and Budget Supervisor, whose department assumes all costs associated with the use of the device.

The Department Head is responsible for overseeing all device charges and must inform Telecom immediately through email of any irregularities. When an employee with a University issued device leaves the University, it is the responsibility of the Department Head to follow the employee separation process. The Department Head is responsible for notifying Telecom as to whether the mobile service is to be cancelled, suspended for 3 months or reassigned to another user. The device is to be returned to IT upon termination.

Upon acceptance of a University cellphone or mobile device, employees are responsible for the following:

- All charges on the device will be the sole responsibility of the user and will be charged back to your department. Personal cellphone charges are the responsibility of the employee and should be reimbursed to the University. The employee's Department Head is responsible for overseeing this reimbursement.
- Users are responsible for the security and maintenance of their mobile devices. Any repair or defect must be submitted in writing with the approval of the employee's Department Head and Budget Supervisor. The user and/or department is responsible for the cost and the repair.
- Cellphones are to be used for University business only and as such, employee should be aware of their limited privacy.
- Lost or stolen devices must be reported immediately to both the University Police, your Department Head and the Telecommunications Department via email.
- Users are to avoid using mobile devices under any circumstances which might create a hazard, including while driving a Motor Vehicle.
- Cellphones are the property of Montclair State University and are distributed by the Division of Information Technology and therefore are to be returned to the Telecommunications department, upon termination of employment or when requesting a new device. The Department Head may reassign the device by forwarding a request in writing to Telecom.

V. Procedure

VI. References