

### 5.5.7 University-Owned Mobile Telephone Usage Policies

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| Chapter 5 - Information Technology                               | Original Effective Date: June 2000 |
| Section: 5.5 Information Technology Service Management           | Date Last Reviewed: May 2023       |
| Responsible Entity: Vice President and Chief Information Officer | Date Last Revised: July 2019       |

#### I. Purpose

To establish the proper usage of all UT Health San Antonio owned mobile telephones.

#### II. Scope

This policy applies to all faculty, staff, students, residents, healthcare providers, researchers, contractors, or any other individual (collectively, Workforce Member, including employees and non-employees).

#### III. Policy

A UT Health San Antonio (UTHSA) owned mobile telephone is to be used for official UTHSA business only. Employees have no rights to privacy. Mobile phone usage patterns are the property of the State of Texas. Management has the right to review employee's usage. Also, mobile phone usage is subject to the requirements of the Texas Public Information Act and the laws applicable to state records retention.

UTHSA recognizes that personal calls will sometimes be necessary. When the mobile telephone is used for a personal call, the individual is responsible for the cost of that call. If the mobile telephone has a flat rate airtime plan, the customer is responsible for reimbursing UTHSA when personal calls cause the plan threshold to be exceeded. The funds should be submitted to the Office of the Bursar for deposit to the account number billed for the cost of the call.

It is recommended that a minimum of 90% of the total calls be for UTHSA business purposes. Calls home to receive patient messages, to inform of a delay to return home, or to stay in touch when out of town, may be considered business calls. Typically, these calls should last no more than ten (10) minutes.

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University-owned mobile telephones are restricted from making international long-distance calls. If mobile telephone users have the need for making this type of call on a routine basis, the restriction can be removed.

For further information regarding these policies and services, refer to the Information Management & Services (IMS) Web page,

### **IV. Definitions**

*There are no defined terms used in this Policy.*

### **V. Related References**

*There are no related documents associated with this Policy.*

### **VI. Review and Approval History**

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

| <b>Effective Date</b> | <b>Action Taken</b> | <b>Approved By</b> | <b>Date Approved</b> |
|-----------------------|---------------------|--------------------|----------------------|
| <b>06/2000</b>        | Policy Origination  |                    |                      |
| <b>07/2019</b>        | Policy Revision     |                    |                      |
| <b>05/2023</b>        | Policy Review       |                    |                      |