

Mobile Device Policy

The Georgia Tech Athletic Association (GTAA) may provide employees with mobile devices and related accessories based on business need and/or term of employment. Information Technology (IT) Office will work with each unit and sports program to determine business needs and purchase all devices for GTAA employees.

NEW EMPLOYEES

The IT Office will create a new line of service and purchase a mobile device for official business use. For existing AT&T customers, employees will need to contact AT&T directly to transfer liability to GTAA.

If with another carrier, the employee will need to notify the provider of contract termination and provide the IT Office with a copy of the most recent bill and social security number (SSN) of the primary account holder.

Note: GTAA will not cover the cost of any early termination fees associated with transferring service. Early termination fees will be the personal responsibility of the employee.

DEVICES AND ACCESSORIES PROVIDED BY GTAA

GTAA will purchase and service the following devices.

- Cell Phones
 - Androids (Samsung, HTC, LG, Motorola)
 - Apple iPhones
- Mobile Devices
 - Apple iPads
 - Tablets
 - Mobile hotspots (wireless access)
- Accessories
 - Car chargers
 - Protection case (example – OtterBox)
 - One Additional Wall Charger

Note: Additional or enhanced accessories will be the personal responsibility of the employee and not covered by GTAA.

PERSONAL USAGE

Mobile devices assigned to GTAA employees are PRIMARILY for official business use. While incidental personal use is reasonable in order to prevent an employee from carrying two (2) devices, the use should not result in additional charges to GTAA. If a personal emergency arises

that requires the extended or extensive use of the mobile device for personal use, the employee is to notify the Information Technology Office and reimburse GTAA for any additional charges.

DOMESTIC USAGE

GTAA domestic service plans include unlimited voice, data and/or texting usage and are to be used primarily for official business use. The domestic plan covers the United States and its related territories. All other areas fall under an international plan.

INTERNATIONAL USAGE

International usage can only be requested for official business use and must be approved by the employee's direct supervisor and the IT Office. To request international service, one must consult with the IT Office at least three (3) days prior to travel and provide the amount of service needed and departure/return dates to ensure proper coverage.

Any charges for international service while on official GTAA business will be charged to the program/units respective budget. International charges that are personal in nature will need to be reimbursed by the employee.

Note: AT&T recommends keeping international service plans in place for at least two (2) billing cycles to ensure all charges are billed correctly.

UPGRADES

Cell phones are eligible for upgrade twenty four (24) months after initial service is established and must be approved and ordered by the IT Office. Other devices will be upgraded as needed as a part of the IT Office refresh program.

REPLACEMENT DEVICES

GTAA will replace mobile devices that deteriorate through normal wear and tear. An employee must check the eligibility status of the respective account with the IT Office before replacement can be purchased. If the account is eligible for an upgrade, the IT Office will order a replacement at the standard cost of \$300.00 and charge the employee's respective operating budget. If a device costs more than \$300.00, the employee will be required to reimburse GTAA for the difference.

When a cell phone is accidentally **lost or damaged**, GTAA will not replace the device unless an employee is eligible for an upgrade. If an employee is ineligible for an upgrade, the full cost of the replacement must be paid personally. When a cell phone is **stolen**, the employee must provide the IT Office with a police report in order to receive a replacement paid for by GTAA.

EMPLOYEE DEPARTURES

All devices purchased by GTAA must be returned to the IT Office prior to an employee's last day of employment. An employee will have the option to purchase the device at the fair market value (FMV) determined by the IT and/or Business Office. The employee will also have the option to take the number assigned to the phone and transfer responsibility to a personal account.

RIGHT TO MONITOR COMMUNICATION AND RIGHT TO PRIVACY

GTAA reserves the right to investigate, retrieve and read any communication or data composed, transmitted or received through voice services, online connections and/or stored on its servers and/or property, without further notice to employees, to the maximum extent permissible by law. Express notice to employees stating that there is no right to privacy for any use of GTAA mobile equipment and services is included in the Mobile Device Usage Agreement.