

Wireless Communication Devices

On April 17, 2006, Governor Haley Barbour approved Senate Bill Number (S.B. No.) 2398. This bill had an effective date of July 1, 2006 and contains provisions for use of wireless communication devices by state officers and employees. On July 2, 2007, the Chancellor stated that all university-owned wireless devices must be disconnected or transferred to a personal account by August 1, 2007. The following policy is a result of these actions, as well as current Internal Revenue Service regulations.

Summary/Purpose:

To provide guidelines for all university issued wireless communication devices.

Policy:

All university-owned cellular devices (telephones, PDA's, cellular wireless modems), must be disconnected or transferred to a personal account by August 1, 2007. Requests for an exception can be directed to the attention of the Vice Chancellor for Administration and Finance.

Definition:

Wireless Communication Devices are cellular telephones, cellular wireless modems, standard and two-way pagers, personal digital assistant (PDA) devices having wireless communication capability including telephone, e-mail, and internet access, or any similar device that performs some or all of these functions.

Eligibility:

Wireless devices may be purchased only with prior approval from the Vice Chancellor for Administration and Finance.

Procedures:

To disconnect a university-owned cellular device in accordance with the Chancellor's mandate:

- 1 Contact your cellular provider.
- 2 Forward a copy of the original Wireless Communication Device Issuance Request form, with the return date notated, to Telecommunications. If the

departmental copy of the original form cannot be located, please contact Debbie Prestage at dprestag@olemiss.edu or call 5205.

3. Deliver a copy of the Wireless Communication Device Issuance Request form (including return date), a completed UM Property Disposal Form, and the wireless device to Procurement Services.

To request an exception, the departmental chair/director must submit a written request and Wireless Communication Issuance Request form to the Vice Chancellor for Administration and Finance. If approved, the departmental chair/director and employee must then determine the most cost effective device and/or service (the lowest cost device and service that will carry out its intended use must be selected). A copy of the approved Issuance Request form and signed copy of the Wireless Communication Device Policy must be maintained in the employee's departmental personnel file for audit purposes.

Purchase of the wireless devices, activation, and monthly service fees are the responsibility of the department. The following process must be followed to purchase a university owned wireless device. **Only vendors listed by the State of Mississippi Information Technology Office can be used. Refer to the Mississippi Wireless Communication Commission for procurement rules, guidelines and procedures at http://www.wcc.ms.gov/mwcc/wireless.nsf/webpages/purrules_purrulespage**

- A purchase order must be obtained through normal procedures from Procurement Services and the number recorded on the Wireless Communication Device Issuance Request form.
- An approved Wireless Communication Device Issuance Request form, including purchase order number, must be provided to the cellular vendor to obtain service.
- The employee must go to the cellular store to receive the wireless device or contact the vendor representative and arrange for the device to be delivered to the department.
- Only the lowest cost cellular telephone, pager, or personal digital assistance device which will carry out its intended use may be purchased. Text messaging is not an allowable university expense.
- Once the wireless device is activated, a property tag must be obtained from Procurement Services. The device must have a property number assigned whether it was purchased or received at no cost.
- Detailed billing **must** be applied to each wireless device account, to provide documentation for departmental personnel to verify calls made to and from the device. (All billings are considered public records subject to disclosure under the Mississippi Public Records Act.)
- A completed Wireless Communication Device Issuance Request form, including purchase order number, must be mailed or faxed (7010) to the Telecommunications Center.
- Departments must fax (7010) Telecommunications a completed "Wireless Communication Device Issuance Request" indicating date terminated in the

“Justify” section if service is terminated to a wireless device.

Failure to follow this process will result in a personal expense to the employee.

Wireless communication devices and services provided by the University will have the following stipulations:

- No wireless devices may be purchased with state funds without prior approval from the Vice Chancellor for Administration and Finance.
- Communication devices shall be used for university business only. No personal use (incoming or outgoing) of any manner or for any reason will be allowed.
- A state agency shall not reimburse any officer or employee for use of his or her personal wireless communication device.
- Only one wireless device is allowed per employee.
- Cellular plans are to be selected based on the number of minutes required for the employee to conduct university business. **Package minute plans are not to be construed as free minutes and are not provided for personal use.**
- Regardless of vendor, the wireless device must be assigned to a university account for billing purposes (not a personal account).
- The vendor will send the monthly service bills to the Telecommunications Center for processing and payment. The department will have access to the detailed bill for verification purposes.
- Users must review itemized wireless invoices monthly and indicate the names of individuals called and the business purpose of **all** calls.
- Use must be tracked, verified, and signed by the employee **and** the supervisor at each billing cycle to indicate accuracy.
- A copy of the signed bill must be retained in departmental files for audit purposes.
- The departmental chair/director will be responsible for monitoring the wireless device usage and ensuring that all requirements are met.
- When an employee ceases employment with the University, the wireless device must be returned to the University.
- Departments must maintain a detailed copy of the bill for a minimum of three (3) years. The copy must have an explanation for each call on the bill.

Due to documented safety concerns, the University does not support or condone the use of cellular telephones while an employee is driving. This restriction applies both to hand-held and hands-free phones. Also, employees should be aware that cellular

telephone transmissions are not secure transmissions. Confidential information regarding official business should be transmitted from a secure environment.

Non-compliance with this policy will result in disconnection of the device and disciplinary action by the University, which could lead to termination.