

University of Prince Edward Island Policy	Policy No. admfingnl0005	Revision No. 0
Policy Title Wireless Communication Devices	Page 1 of 3	
Creation Date October 21, 2008	Version Date October 21, 2008	
Authority SMG	Review Date October 21, 2010	
Responsibility VP Finance & Facilities	Access W	

1 Purpose

- 1.1 To establish policy on the assignment of Wireless Communication Devices to University personnel.
- 1.2 To establish policy on the reimbursement related to the use of University owned and personally owned cell phones and other wireless communication devices.

2 Scope

- 2.1 This policy applies to all University personnel.
- 2.2 **“Wireless Communication Devices ”**, for the purposes of this policy, refers to devices, that use two way radio-spectrum frequencies to communicate within the public telephone system or other public telecommunication systems, including, but not limited to cellular telephones, mobile radios, pagers, iPhones™, BlackBerry™ devices and wireless PDA devices.

3 Policy

University owned Wireless Communication Devices:

- 3.1 The applicable Dean or Vice President must approve all purchases of new or replacement wireless communication devices within their departments, and includes any device purchased from University funds (operating, research, PDTR, etc.).
- 3.2 The faculty, division or department shall:
 - 3.2.1 Establish controls and keep records to ensure accountability in the issue and use of wireless communication devices and related services;
 - 3.2.2 Complete a Wireless Communication Device Agreement approval form (appendix A) for each device assigned;
 - 3.2.3 Undertake an annual analysis to ensure that existing equipment is still required and appropriately assigned;
 - 3.2.4 Report missing, lost or stolen to the Procurement Office; and
 - 3.2.5 Return devices no longer in use to the Procurement Office.
- 3.3 In determining whether or not a University owned wireless communication device is assigned, the following criteria shall apply:
 - 3.3.1 The device is required for business use and any personal use is incidental in nature, or the staff member is required to carry a cell phone as part of her/his job duties.
 - 3.3.2 The department has sufficient budget to cover the cost of the device and related

service fees.

- 3.3.3 The assignment of the device is cost effective in advancing the mission of the University.
- 3.4 The type of device assigned and/or related service contract shall be based on University standards, support and procurement agreements. The University will be proactive in updating and reviewing its standards, support and procurement agreement for wireless communication devices. *(Contact Procurement Services for a list of supported devices and standard contracts available from the University's cell phone suppliers.*
- 3.5 Where the device requisitioned for purchase is not in accordance to 3.4 above, Part IV of the Wireless Communication Device Agreement (Appendix A) must be completed. In this section Computer Services will indicate if they can support the device being purchased and any additional information as applicable. Computer Services and Procurement Services will be proactive in support
- 3.6 Any personal charges on University owned cell phone or wireless communication device must be identified and reimbursed within thirty days of receipt of invoice.

Personally owned cell phones or wireless communication devices:

- 3.7 For personally owned wireless communication devices, the following charges are eligible for reimbursement:
- 3.7.1 costs such as long distance or roaming charges specifically related to a business call, or
- 3.7.2 specific and time limited charges related to the access to the internet for business purposes.
- 3.8 The following charges are not eligible for reimbursement:
- 3.8.1 the cost of a personally owned cell phone or wireless communication device;
- 3.8.2 The cost of a plan, set up fees or monthly access fees for a personally owned cell phone or wireless communication devices,
- 3.8.3 Other expenses not included in 3.7 above.

4 Review & Education

- 4.1 This policy shall be reviewed every two years.
- 4.2 The University shall endeavor to educate the campus community on the appropriate and effective use of mobile wireless communication technology.

Appendix "A" - Wireless Communication Device Agreement

(Complete parts I and II and forward to Procurement Office)

Part I - Approval:

Assigned to _____ Staff ID# _____

Department _____ Budget Account # _____

Description of device and accessories

Justification (required per section 3.3.1)

Recommended by (Account Holder) _____
Name Signature

Approved by (Chair, Dean or Vice-President) _____
Name Signature

Part II - Staff Member Agreement:

I _____ agree to maintain this device in good condition, to make reimbursement for any personal charges in accordance with the Wireless Communication Device policy, and to return the device to the Procurement Office when it is no longer required or upon termination of my employment with the department. Use of the device by unauthorized persons is not permitted. Damaged, lost or stolen equipment will be reported to the Procurement Office immediately.

Date _____ Signature _____

Part III - Procurement Office:

Device Make Model# _____ Supplier _____

Cell # _____ Bill Account # _____

Contract # _____ Date Assigned _____

Contract Info _____

Upgrades: _____

Part IV - Computer Services

Authorization is required in this section if the Wireless Communication Device requested is not in accordance to University Standards and Procurement agreements. Computer Services will note in this section if they can support this model of Wireless Communication Device.

The data features of this devices are:

- Supported Partially Supported Incompatible with campus information systems

Details:

As a result this purchase is: Approved Not recommended

Reviewed by: _____

Date _____ Signature _____