


**Coppin State University  
Information Technology Division  
Policies and Procedures**

<b><u>Policy #:</u></b>	<b>ITD – TEL – 005</b>	<b>Version:</b>	<b>03</b>
<b><u>Subject:</u></b>	<b>CSU Cellular Telephone/Smartphone Policy</b>	<b>Effective Date:</b>	<b>09/01/2012</b>
		<b>Review Date:</b>	<b>12/04/2018</b>
<b><u>Approved by:</u></b>		<b><u>Approval Date:</u></b>	<b>12/04/2018</b>

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### **I. Purpose**

The purpose of this policy is to establish criteria for assigning and using CSU cellular telephones and smartphones.

### **II. Policy**

The acquisition, assignment, and use of CSU cellular telephones/smartphones are intended for University business purposes.

### **III. Procedure**

CSU employees are accountable to exercise care in the use of University equipment and property and use such property only for authorized purposes. Intentional misuse of University property may be considered grounds for disciplinary action.

Each University Division must establish their own criteria and procedures for approving cellular telephone/smartphone service that must comply with the CSU Cellular Telephone/Smartphone Policy. The University's telecommunications coordinator in the Information Technology Division (ITD) oversees acquisition of equipment, services, and maintenance for cellular/smartphones services.

#### ***Responsibilities:***

**Each Division** has a responsibility to:

- Maintain inventory of all cellular telephones/smartphones and services acquired for divisional use.
- Encumber necessary funds to cover yearly cost of cellular services.
- Review monthly cellular invoices to ensure accuracy of billing in order to aid in compliance.
- Authorize payment of monthly invoices.
- Ensure that divisional cellular service users comply with CSU Cellular Telephone/Smartphone Policy.

**The Employee** has a responsibility to:

- Use cellular telephones and services responsibly and safely, conforming to etiquette, safety practices, and all applicable laws and regulations
- Avoid making any calls that accrue additional charges
- Comply with CSU Cellular Telephone/Smartphone Policy
- Comply with CSU Mobile Device Management Policy

All telecommunications service requests shall be submitted to the IT Help Desk

- Phone: (410) 951-3888
- E-Mail: [oithelpdesk@coppin.edu](mailto:oithelpdesk@coppin.edu)

In the case of loss, damage, or theft of equipment, users shall notify the IT Help Desk immediately. Any loss or damage to the equipment which requires a replacement unit, will be the responsibility of the department and/or the employee. Any theft **MUST** be reported to Campus Police

CSU issued cellular device/smartphone will be configured by IT Help Desk before the user begins to use their device.

#### **IV. Definitions**

The following terms apply for the purpose of this policy. Definitions for these terms may be found at <https://lookup.coppin.edu/cpd/Pages/Home.aspx>:

[Accountability](#)

[Network](#)

[Authorization](#)

[Policy](#)

[Business Need](#)

[Smartphone](#)

#### **V. References**

- Policy: ITD-TEL-001, CSU Telecommunications Policy
- Policy: ITD-CCS-016, CSU Mobile Device Management Policy