

## **East Georgia State College Mobile Device Policy**

**Adopted by President's Cabinet 6/27/17**

### **I. Scope and Definitions**

This policy covers the use of personal mobile devices in the workplace and college- issued mobile devices and related accessories for eligible employees as defined herein.

Mobile device: any electronic device with the ability to transmit or receive data, text, email, and/or voice, with Web functions, via a College-approved cellular network. This includes but is not limited to smartphones, cellular equipped tablets, laptops, and notebook computers.

Personal mobile device: a mobile device owned by the employee.

College-owned mobile device: a mobile device owned by the college for the use by an eligible employee.

Personal cell phones in the workplace: personal calls during business hours should be limited and, whenever possible, made during the employee's lunch period. Except in the case of an anticipated emergency, personal cell phones should be on mute or vibrate so as not to disturb or interfere with work. Personal cell phones, if registered by the employee with EGSC's Connect Ed emergency notification service, should be set to vibrate.

Accessories: any supplemental device for a mobile device such as a portable cell phone battery charger or power bank, earbuds, mobile device cover or bag, external keyboard, mouse, power extension cable, or other similar accessory.

### **II. Policy**

The College will not provide to faculty and/or staff college-issued mobile devices, data plans or other equipment with cellular connectivity for use in the course of performing College job-related business. Exceptions will be granted for certain positions with a documented need for a mobile device ("eligible employees") such as:

1. Police Department Staff (Chief, Assistant Chief, Swainsboro on-duty officer, Statesboro on-duty officer);
2. Information Technology employees responsible for emergency notification messages;
3. Plant Operations (Director, Energy Manager, Landscape Supervisor, Custodial Supervisor, Statesboro Location Manager); and
4. Housing Staff (Director, Residence Life Coordinator, Resident Assistant Staff –shared).

Additional positions may be identified for college-issued mobile devices and must follow the request procedures herein. The unit heads must request a college issued mobile device, with justification, from the Business Office. If approved, the mobile device and related accessories will be purchased by the Business Office. The Business Office will issue cell phones and the IT Department will issue the mobile device and related accessories to the eligible employee. For departments with rotating staff, the mobile device may be shared among employees. The mobile device remains the property of the College. At the time the college issued mobile device is provided to the employee, the employee will be made aware of this policy, including the loss or damage provisions, and must complete and sign an EGSC usage form and agreement relative to the device issued to the employee. The Business Office and IT will retain a copy of the respective forms.

The employee is responsible for:

1. Using the mobile device for college business only. Employees should not loan their mobile device to anyone other than another employee. Employees remain responsible for all use and users of their mobile device.
2. Ensuring the physical protection of the mobile device and accessories from damage or unauthorized use.
3. Immediately reporting to the need for repair as well as loss, theft or damage to the mobile device and accessories (cell phones to Director of Business Operations; mobile devices to Vice President for Information Technology).
4. Accidental loss or damage to the mobile device or accessories while the employee is engaged in work activity must be reported to the college (cell phones to Director of Business Operations; mobile devices to Vice President for Information Technology). The repair or replacement cost will be paid by the employee's unit or units, if the employee dual reports to two units. If the mobile device or accessories are lost or damaged during an employee's personal use of the mobile device, the employee will bear the cost of replacement. The cost of replacement will be determined by the college in consultation with the vendor.
5. Ensuring that the mobile device and accessories are not used for commercial or political activity.
6. Reading and understanding this policy and the *EGSC IT Acceptable Use Policy*, including not installing apps and programs on the device without prior approval from the above college units in number 3 and 4.
7. Understanding that the mobile device usage is subject to audit.
8. Any record made or received in connection with the transaction of college business is a public record subject to the Georgia Open Records Act, unless confidential or exempt.
9. Ensuring that the mobile device and accessories are returned to the college when no longer needed, the employee transfers, or terminates employment with the unit or college.