

**WIRELESS COMMUNICATION DEVICES AND PLANS
AT
MISSISSIPPI STATE UNIVERSITY**

OPERATING POLICIES AND PROCEDURES

Purpose

To provide guidelines to departments and employees regarding the acquisition and use of wireless communication devices and plans.

Policy

A university-provided wireless communication device will be provided to employees who have a documented, official university business need and receive approval via the process defined below.

Definition

“Wireless communication device” means a cellular telephone, pager or personal digital assistant device having wireless communication capability. It also refers to any handheld, portable, or mobile electronic device capable of transmitting or exchanging data in the form of multimedia, graphics, text, or voice that meets all the following criteria:

- i.) The device has a wireless communication capability and is mobile;
- ii.) The device requires an upfront or periodic charge or fee to utilize the wireless communications capability; and
- iii.) The wireless communication capability that requires an upfront or periodic fee is activated.

For this policy, a notebook or laptop computer is not considered a wireless communication device.

Eligibility

For faculty members or agents of MSU Extension Services, the Agricultural and Forestry Experiment Station, the Forestry and Wildlife Research Center, or the College of Veterinary Medicine, the director of the applicable unit or the director’s designee may grant eligibility to an employee at his or her discretion by signing a statement certifying the need or purpose for issuing the device.

In order for any other MSU employee to achieve eligibility, an employee must have an official university business need for a wireless communication device and obtain Presidential approval. Eligible wireless communication device use must be classified in one of the following categories:

1. On-Call and After-Hours Support (*Employees who are on-call for emergency maintenance or support outside of normal university business hours*)
2. Crisis Management (*Employees tasked with responsibilities by OP 01.4, Emergency Operations Policy*)
3. Other Critical Needs as Approved by the President (*Full written justification is required*)

Procedure

For faculty members or agents of MSU Extension Services, the Agricultural and Forestry Experiment Station, the Forestry and Wildlife Research Center, or the College of Veterinary Medicine:

- The director or the director's designee may, at his or her discretion, assign or otherwise make available for usage one or more wireless communication devices to a faculty member or an agent of the unit under the director/designee's direct or indirect supervision after signing a statement certifying the need or purpose for issuing the device.
- No faculty member or extension service agent to whom has been assigned a wireless communication device shall use the assigned device for personal use except in those cases where the personal use does not incur additional charges or fees as a result of the personal use.
- A detailed billing of wireless services shall be obtained on a periodic basis and be reviewed by the director, or his designee, to audit usage and verify compliance.
- No state-appropriated funds shall be used to pay for the acquisition of a wireless communication device in one of these extension areas.

For MSU employees not covered by one of the above areas, the following rules apply:

- The department head is responsible for determining if an employee requires and is eligible for a university-provided wireless communication device as defined above. The department head, in conjunction with the employee, must choose the most cost effective device and plan that will meet business requirements and is on the Mississippi Department of Information Technology Services approved vendor list.
- The department head must complete a Wireless Communication Request form (<http://www.policies.msstate.edu/attachments/0115attach.php>) documenting the justification for the service. The form must be signed by the employee and approved by the department head, dean, director, vice president, and President. A copy of the approved form must be maintained in the employee's departmental personnel file for audit purposes. The original, approved Wireless Communication Request form must accompany the requisition to obtain a wireless device and service.
- The employee must sign a copy of the Wireless Communication Devices and Plans policy signifying concurrence with the policy's provisions. A copy of the signed policy must be maintained in the employee's departmental personnel file for audit purposes.
- If it is determined that an individual is required to have a wireless communication device, then the appropriate University unit will be required to pay the bill.
- Detailed billing must be applied to each wireless communication account to provide documentation for departmental personnel to verify calls made to and from the device and for audit purposes.
- University-provided wireless communication devices shall be used for University business only. No personal use, incoming or outgoing, is permitted. Use of a University-provided wireless communication device for personal calls will result in appropriate disciplinary action and/or the loss of the use of the device.
- Employees must be aware that cellular phone calling plans are 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.

- No employee may have more than one University-provided wireless communication device assigned.
- The employee and the employee's supervisor must review and sign each monthly bill certifying that the billing is correct, that all calls were related to University business, and that the calling plan is still appropriate for the employee's business needs. It is the department head's responsibility to ensure that all bills are reviewed, signed, and paid.
- The department is responsible for maintaining billing records for audit purposes.
- The employee and department head are responsible for monitoring wireless communication device usage and ensuring that all requirements are met.

Stipulations

- All billings are considered public records subject to disclosure under the Mississippi Public Records Act.
- Wireless communication devices are subject to state property inventory requirements as stated in Sections 29-9-1 through 29-9-21, Mississippi Code of 1972, Annotated. It is the department's responsibility to ensure that all equipment is properly recorded in the university's property control system. If for any reason the equipment is subsequently replaced, disconnected, or disposed of, it is the department's responsibility to notify Property Control.
- Employees will not be reimbursed for any calls made on personal wireless communication devices.
- Employees should be aware that cellular phone transmissions are not secure. Confidential information regarding official business should be transmitted from a secure environment.
- 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. If an employee needs to talk on the phone while in a vehicle, the employee should pull off the road and stop.

Review

This OP will be reviewed every four years or sooner if needed by the [Vice President for Budget and Planning](#).

Authorization

AUTHORIZED BY:

/s/ E. Zant
Vice President for Budget and Planning

07/08/2013
Date

REVIEWED BY:

/s/ Lesia Ervin
Director, Internal Audit

07/09/2013
Date

/s/ Joan Lucas
General Counsel

07/19/2013
Date

APPROVED:

/s/ Mark Keenum
President

07/29/2013
Date

Effective: 01/16/04
Revised: 07/08/13

THIS POLICY HAS BEEN SUPERSEDED