

# **Roosevelt University**

# **Cell Phone Procurement and Usage Policy**

# Policy 7.2

Responsible Executive: Associate VP for Finance and Associate VP Technology & Systems & CIO

Originally Issued: 3/1/2009

Revised: 5/11/2009

Effective date: 3/1/2009

# 1. Reason for Policy

To provide guidelines for the purchase, use, and payment of cell phones for University-related business.

## 2. Individuals Covered

This policy applies to all University employees, including employees of the Auditorium Theatre.

# 3. Policy Statement

Roosevelt University provides cell phones to the following members of its community:

- Executive Council members
- Deans' Council members
- Any faculty and staff members whose job requires them to be out of the office and in the field at least fifty percent of their time and whose land lines have been removed from their campus offices
- Selected technology staff who are expected to be accessible off hours, to support and maintain technology infrastructure
- Physical resources staff, campus safety and transportation staff members

#### 4. Web Address

http://www.roosevelt.edu/aboutru/policies.htm

### 5. Related Documents

Policy on the Acceptable Use of Electronic Resources

### 6. Procedures

The University has selected BlackBerry with Verizon as the preferred smart phone solution for the University.

Current University provided smart phone users will keep their smart phones until their contract expires. At that time, they will be provided with the current supported BlackBerry phone.

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In the event that the phone is lost or stolen, the user is expected to contact the ITS helpdesk immediately at 312-341-6460 or at <a href="mailto:blackberry@roosevelt.edu">blackberry@roosevelt.edu</a> so the phone and email on the BlackBerry may be disabled. User will be responsible for any resulting costs that the University incurs in acquiring a replacement device.

University employees are strongly discouraged from using a University provided cell phone/smart phone for personal business or conducting University business on any cell phone while operating a motor vehicle.

In providing a University cell phone:

- 1. The telecommunications manager will work with end user to determine the phone type and service plan based on individual requirements, and provide an annual estimated cost of equipment and service.
- 2. Upon receiving the appropriate budget code to charge back the costs and the approval to place the order, the telecommunications manager will process the order with the vendor. (Note: it can take 4-5 business days to receive a new BlackBerry device).
- 3. Individuals requesting new BlackBerry service will be asked to pick up the phone from Information Technology Services Office, receive a copy of the University's cell phone policy, read and sign a form indicating they agree to the terms and conditions of the policy. Initial usage training will be provided.

<b>7.</b>	Online Resources and Forms	
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