



Policy Name	Wireless Communications Devices
Policy Number	50000.010
Effective Date	March 29, 2019
Administrative Division	Division of Academic Affairs
Unit	Department of Information Technology
Revised Date	February 19, 2021

## 1.0 Policy Statement

The establishment of this policy and procedures sets the standards for the usage of wireless communications devices by the employees of JSU.

## 2.0 Purpose

The establishment of this policy sets the standards for the usage of wireless communications devices by the employees of Jackson State University (“JSU” or “University”).

These rules are also in place to protect its users and JSU. Inappropriate use exposes JSU to risks including virus attacks, compromise of network systems and services, and legal issues.

## 3.0 Definitions

3.1 Users: JSU employees (faculty, staff, students, alumni)

## 4.0 Employee Adherence

No employee of JSU may directly or indirectly use, or allow the use of, JSU property of any kind including property leased to JSU—for other than officially approved activity. In addition, all employees shall protect and conserve JSU property, including wireless communications equipment. Wireless communications equipment includes cellular phones, data cards, and all other types of mobile devices, as well as any similar devices that perform some or all of these functions. Employees are hereby notified that JSU will enforce this policy through a variety of methods and may monitor use of wireless communications equipment to assure compliance.

## 5.0 Policy

- 5.1 Wireless communication devices shall be used for legitimate University business only. Use of a JSU-provided cellular phone for personal calls will result in appropriate disciplinary action and/or the loss of the use of the phone.
- 5.2 Before a wireless communication device is provided to a JSU employee, his/her supervisor must certify in writing the need for the device and associated service. No employee may have more than one wireless communication device assigned and paid for by JSU.
- 5.3 Each employee is responsible for working with his/her supervisor to determine the most cost-effective communication device and/or service for a given role. In order to make this determination, each employee is responsible for knowing the details of the wireless communication service plan utilized by that employee, including unit costs and any monthly service caps. Each employee is responsible for reviewing and certifying billings for the device and service utilized and for assessing the need for any change in usage patterns and/or plans based on actual utilization and cost.
- 5.4 Each employee is responsible for working with his/her supervisor to determine the most cost-effective communication device and/or service for a given role. In order to make this determination, each employee is responsible for knowing the details of the wireless communication service plan utilized by that employee, including unit costs and any monthly service caps. Each employee is responsible

for reviewing and certifying billings for the device and service utilized and for assessing the need for any change in usage patterns and/or plans based on actual utilization and cost.

- 5.5 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.
- 5.6 Detailed call billing must be provided for all JSU cellular phone accounts, and all billings are considered public records subject to disclosure under the Mississippi Public Records Act.
- 5.7 Each employee is responsible for verifying the employee's billing details monthly and indicating by signature that the billing is correct, that all calls were work-related, and that the calling plan is still appropriate to the employee's business needs.
- 5.8 JSU shall not reimburse employees for any charges on personal wireless communication devices.
- 5.9 Employees should be aware that cellular phone transmissions are not secure transmissions. Confidential information regarding official business should be transmitted from a secure environment.
- 5.10 Any JSU employee assigned a wireless communication device must indicate his/her concurrence with this Policy by signing below. The signed copy of this policy shall be maintained in the employee's personnel file.

#### 6.0 Policy Compliance

Any employee in violation of this policy will result in loss of use and access to wireless communication devices paid for and issued by JSU. Loss of device or damage to device should be immediately reported to the Division of Information Technology.

#### 7.0 Related Standards, Policies, and Processes

- Acceptable Use Policy, 50000.003

#### 8.0 Revision History

- Created: December 2, 2016
- Revised: February 13, 2019
- Revised: February 19, 2021