EvCC3400: MOBILE COMMUNICATIONS POLICY
Original Date: March 2010
Policy Contact: Vice President of Administrative Services

PURPOSE
Effective administration and distribution of mobile communication devices improves the delivery and productivity of services to college clients and overall efficiency of college operations.

The provisions of RCW 43.105.041 detail the powers and duties of the Department of Information Service’s Information Services Board, including the authority to develop statewide or interagency information services and technical policies, standards and procedures. The ISB has provided guidelines (dated September 1993) which state that agencies whose staffs use cellular telephones should have policies and procedures in place for acquisition, appropriate usage and control.

DEFINITIONS
- Mobile Communication Device – Any device that allows non-conventional office communications and computing services.
- Personal Usage – Any usage that is not business related. This includes incoming and outgoing personal calls, text messages and any other application that is used for personal benefit.
- De minimus Use - is an infrequent or occasional use that results in little or no actual cost to the state/college.

POLICY
1. Mobile communication devices are issued based on need.
   Issuance of a college-owned mobile communication device(s) requires advanced approval by the requestor’s immediate supervisor and area Vice President. A compelling business need must be present and documented for the requested mobile communications device.

2. A record of mobile communication devices will be maintained.
   Each division Dean/Director will maintain a file of all employees in their division authorized to use college-owned mobile communication device(s). The file will include a signed copy of the use agreement.

3. Confidential information.
   Mobile communications are not necessarily secure. Consideration should be given before relaying confidential or sensitive information.

4. Protection of mobile communication devices.
   Users of a college-owned mobile communication device must take reasonable precautions to prevent loss of equipment, information, airtime theft and vandalism.

5. Reporting of lost or stolen EvCC property.
   It is the responsibility of the employee assigned to the EvCC property to immediately:
   - Report to their supervisor when the assigned property is lost or stolen
   - File a lost or stolen report with campus security
   - Submit a surplus form to the inventory officer in the purchasing office.

6. Mobile communication devices are to be used for official college business only.
   Authorized users of college-owned mobile communication devices need to sign a use agreement acknowledging that the device is provided for work-related purposes only. Usage other then work-
related can be considered misappropriation of college funds, which may result in disciplinary action, i.e. repayment, cancelation of cell phone privileges, etc.

7. **De minimus use of college-owned mobile communication device.**
   The College acknowledges that some de minimus use of a mobile communication device may occur. To self-monitor use, employees must review and sign the detailed monthly service bill.

8. **Acquisition of mobile communication device.**
   The college’s central purchasing office will place the order for all mobile communication devices, the service plan, replacement devices and changes to service plans.

9. **Use of mobile communication device while operating a motor vehicle.**
   The employee is responsible for knowing and abiding by state laws and regulations.

10. **Personally owned mobile communication device.**
    Employees may use their personally owned communication device for conducting college business. Employees who elect to use their personally owned mobile communication device for college business may be required to install special applications on their personally owned mobile communication device in order to connect to college equipment.

11. **Cost of college required special applications on personally owned mobile communication device.**
    If the employee’s supervisor and area vice president believe the college will benefit from the employee having the opportunity to connect a personally owned mobile communication device to the college system, the college may reimburse the employee for the cost of the special application(s) required to connect with the college system. The college must have supporting documentation to reimburse the employee consisting of:
    1. A copy of the employee’s detailed monthly service plan bill, and
    2. Proof of payment (i.e. canceled check, receipt from service provider) and
    3. Proof that the employee’s supervisor authorized the use of the special application.
    Documentation must be attached to an Invoice Voucher for reimbursement.

12. **Audit requirements.**
    Administrative Services will routinely audit the employee’s phone usage to confirm that personal calls were not made.

13. **Record maintenance.**
    The College will maintain the employee reconciled monthly phone bill in Accounts Payable. The reconciled monthly phone bill will be attached to the payment document.

**REVISION HISTORY**
Original Date: March 2010

**RELEVANT LAWS AND OTHER RELATED INFORMATION**
RCW 43.105.041

**APPROVED BY**
Board of Trustees