



Wireless Communication Device Guideline

TYPES OF DEVICES ISSUED AND REQUIRED APPROVAL:

- **PDA Devices** feature unrestricted voice and unlimited data plans and approval of the appropriate vice president.
- **Wireless Cards** feature unlimited data plans and require approval of the appropriate vice president.
- **Unrestricted Cell Phones** feature unrestricted voice plans and require approval of the appropriate vice president.
- **Unrestricted Cell Phones/PTT** feature unrestricted voice plans and push-to-talk capability for police officers who need instant communication with security/police and requires the approval of the appropriate vice president.
- **Restricted Cell Phones** are restricted to calls to and from other college-issued cell phones; requires approval of the appropriate director or manager.
- **Push-To-Talk Devices** are restricted to security personnel and other staff who need instant communication with security/police and require the approval of the appropriate director or manager.

GENERAL USAGE:

1. **Requesters** must complete/sign the *Request for Issue of Wireless Communication Device* form and forward to the appropriate approving authority(ies). Upon approval, a device will be issued by the Auxiliary Services Department which issues and maintains all wireless CSN devices. Annual audits will verify that the device remains with the employee to whom it was issued.
2. **Users** agree to use the device for college-related business; inappropriate use may result in cancellation of the device.
3. Users must reimburse the college for personal calls and multi-media messages sent and received on the device, including directory assistance. Monthly invoices are sent to the appropriate vice president/associate vice president/dean to ensure that invoices are reviewed, reimbursed, and retained per policy. Documentation of personal usage reimbursements must be maintained in the department's files for a period of three years, and include copies of the detailed charges and the reimbursement receipt. Reimbursement must be made at the Cashier's Office.
4. Effective October 1, 2011, the law changes to reflect the following:
 - A. Texting and reading text while driving is prohibited.
 - B. Using a cell phone while driving is allowed, but only with a hands free device.Infractions expose you and the college to liability, and infractions of this law may result in cancellation of the device. Users are responsible for any fine levied as a result of being cited for non-compliance with the law.
5. At the time of assignment, the user agrees to:
 - Reimburse the college for replacement of a new device of the same type, or for the repair cost of the device if it is damaged through negligence;
 - Refuse to loan/transfer the device to another CSN employee without the explicit approval of the Director of Auxiliary Services;
 - Notify Auxiliary Services Department immediately after determining that the device has been lost or stolen;
 - Immediately return the device to Auxiliary Services Department if it is no longer needed.
 - Return the device to Auxiliary Services Department upon termination of employment at the College.