Cellular Telephone/Communication Devices Use

Cellular telephones are the property of the University. By carrying and using a communication device, employees are responsible for the following:

• Ensuring that the device is used primarily for University business, and that any non-business use is incidental. To be considered incidental, non-business use must be occasional in nature, and must not interfere with University business. Non-business use must not result in any additional cost to the University.

• Cellular telephones (University-owned or personal) may not be used while driving a University vehicle.

• University-owned cell phones may not be used when driving any vehicle, University-owned or personal.

• Taking reasonable steps to protect the device from damage and/or loss, and ensuring that there is no unauthorized use.

• Returning the device to the University when it is no longer needed, or when employment with the University ends.

Records related to use a University-provided communication device are subject to review under the Uniform Open Records Act, as well as to audit by University personnel.

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