Guideline Name: Mobile Phones

Effective Date: July 2016  |  Last Revised Date: April 2017

**Purpose:**
This guideline contains information regarding the purpose and proper usage of Schulich School of Medicine & Dentistry provided mobile phones for Faculty and Staff. All mobile phones that are paid using University funds must be coordinated through Information Services (IS).

**Scope:**
This policy applies to all faculty and staff.

**Guidelines:**
- A mobile phone may be provided to faculty/staff members for work related purposes on a per case basis to assist in carrying out role duties. The job expectations should be that the individual needs to be reached after hours on a consistent basis and/or is regularly away from their office/workstation, in order to qualify for a mobile phone. Although personal use is not necessarily discouraged, the expectation is that personal use is incidental, does not interfere with work related functions, will not cause monthly plan overages, and that people treat and use the device accordingly. Approval will be required by the unit leader for operating funded purchases (on-line form will need to be completed) and is subject to budget availability.
- Standard monthly plans and hardware, that will be paid for by the University, will be negotiated by IS through one of Schulich Medicine & Dentistry's corporate plans (Rogers, Telus or Bell). Standard plans are based on a 3 year term, which include data, and voice. IS will determine your requirements and will provide you with the costing based on the previous generation hardware release. Any costs above their recommendations will be at your personal expense. Please note that mobile phones provided to faculty/staff members (either wholly or partially paid by Schulich Medicine & Dentistry) remain the property of Western University.
- Overage costs including, but not limited to the following items, will be the responsibility of the individual faculty/staff member unless previously approved by the unit leader:
  - Long Distance: If you are regularly away from your office and required to make long distance calls, please obtain approval from your unit leader and contact IS to discuss an appropriate long distance package. If, for whatever reason you use...
your mobile phone for a personal long distance call, you will be responsible for those associated costs.

- International text messages: Current plans do not include international text messages. Please contact IS if you require this service and ensure approval by your unit leader. Charges related to personal international text messaging will be the responsibility of the individual faculty/staff member.

- Picture/video messages: Current plans do not include picture/video messaging. Please contact IS if you require this service and ensure approval by your unit leader. Charges related to personal picture/video messaging will be the responsibility of the individual faculty/staff member.

- Roaming charges: When traveling for business with your mobile phone, you should always arrange for a travel pack ahead of time (or turn off data roaming). If you are travelling for personal reasons, you can contact IS to arrange for a travel pack at your personal expense.

- Any other related overage not previously approved by your unit leader.

- Individual invoices for mobile phones are tracked monthly for overages which are posted into Single Sign-On. It will be the responsibility of the unit leader to ensure reimbursement of the personal portion of cellular expenses and/or any charges not previously approved by the unit leader. Faculty/staff members will be asked to pay overages once they have reached their yearly exemption based on the fiscal year (May to April). The first $25 of overage will be exempt from payment; anything above $25 will require reimbursement. There will be no carryover of unused $25 exemption.

- If you require connectivity of your mobile phones to the Schulich Medicine & Dentistry GroupWise system, this will be centrally managed by Schulich Medicine & Dentistry IS through one of its services: Blackberry Enterprise Server (for legacy blackberry devices) or the Schulich Medicine & Dentistry Mobile Sync Service (for all other phones); these services will enforce a device passcode policy on all mobile phones. For those faculty/staff members who use another email system (e.g. hospital, Robarts, Western, etc), individuals will need to organize synchronization/connectivity through their local IT group. In either case, the connectivity cost will require approval from your unit leader.

- While the storage of personal files such as photographs or music on a device is not strictly forbidden, they remain the responsibility of the individual faculty/staff member including backing up of the device on a regular basis. Personal files should be removed before the device is returned to Western.

- Devices will be wiped upon termination of employment, loss or theft of device, or any other reason deemed appropriate by Schulich Medicine & Dentistry.

- Replacement of lost, stolen or broken phones or accessories (case, adaptors) will be covered the first time and subsequent times will be at the cost of the user.

- When using Western issued mobile phones, all employees are expected to act in accordance with all applicable University policies and procedures with regards to proper use of computing devices as well as data protection and privacy.

**Accountability/Compliance:**
Accountability of enforcing this policy lies with the Department/Budget Manager.