Illinois Central College
Technology Services
Mobile Device Operational Standards
Effective 07/01/2014

This policy applies to all faculty and staff of Illinois Central College.

Eligibility:
College cellular devices, such as phones, smart phones, tablets, wireless hotspots, etc., may be an appropriate tool to conduct college business, when it is demonstrated that an employee’s communication needs cannot be met with other available alternatives, such as a radio, standard telephone or computing equipment.

Criteria for having a College owned cellular device/service:
(Must qualify for 1, 2, 3, or 4 and 5)
1. Mission critical, Institutional, time-sensitive decision-making
2. Frequent, mandatory, job-related travel
3. Emergency responder
4. Must be available 24/7
5. **Must have written approval from department head (budget controller) and Executive VP of Administration & Finance.**

Please note, for many positions an employee is expected to be reachable for emergencies but may not be eligible for an employer provided cellular phone. In those cases the employee may be qualified for a stipend. ($20, $40, $60)
- $20 – Employee needs to be contacted via voice only
- $40 – Employee needs to be contacted via voice or data [Occasional Data Usage]
- $60 – Employee qualifies for college owned phone [Heavy data requirements, requires unlimited data plan]

Approval:
Requests for cellular devices must be approved by the employee’s supervisor, department head (budget controller) and Executive VP of Administration & Finance.

Use of Cellular Devices:
- Illinois Central College provides cellular devices to employees for the purpose of conducting college business. It is expected that the voice/data plan provided will provide adequate coverage for all normal business needs. Excessive overages, long distance, roaming or other charges shall be the responsibility of the employee.
- Cellular devices may be considered part of an employee’s benefits package and may be considered taxable.
- Use of a college cellular devices is a privilege that may be revoked at any time for inappropriate conduct. Any abuse of these standards may result in revocation of cellular access, notification to college management, and disciplinary action.
- All cellular devices will be returned to Technology Services upon leaving employment.
- Cellular devices, used while driving, shall only be used in accordance with state and federal regulations.

**Usage of voice/data plan:**
Illinois Central College provides data plans to employees for the purpose of conducting college business. A Phone may be provided without a data plan or have certain services blocked depending on the requesting departments request or needs.
- Technology Services will receive and pay all monthly statements. Funds will be transferred from individual department accounts monthly to reimburse Technology Services.
- Cellular device and data plan bills are not private. The college has the right to monitor all bills.

**Program management:**
Technology Services will:
- Place all orders for cellular/smart phone telephones and services with the contracted vendor and take delivery of the equipment;
- Will assist with enabling access to college email and calendar services as necessary;
- Choose the most economical plan in regard to the user’s business demands and the college’s contract options.

Users, traveling internationally with a college owned mobile device, will contact Technology Services one month in advance.

Technology Services will maintain an inventory of all College-funded phones and mobile devices. There will be no automatic upgrades of telephones to newer models. All telephone replacements will be done by request through the Technology Services Help Desk. In some cases, a replacement phone may come from existing inventory and not be identical to the phone being replaced.

All information on a college owned cellular device is considered public domain subject to FOIA.

A device must not cost more than $250 of departmental funds.

All phone numbers associated with college contracted cell phones are the property of the college and service provider. ICC will not PORT phone numbers to other carriers when an ICC owned cellular device is no longer required.

Mobile devices or other equipment that is damaged should be brought to Technology Services. Lost or stolen equipment should be reported immediately to the Technology Services Help Desk so that service can be cancelled. Replacement devices or services must be re-approved by your budget controller.