

MOBILE DEVICE POLICY v2

Effective Date: July 1, 2018

PURPOSE

This policy provides guidelines for the purchase and distribution of mobile devices funded by Aquinas College.

APPLICABILITY

This policy applies to all employees of Aquinas College.

IMPLEMENTATION

Implementation of this policy and maintenance of related procedures is the responsibility of the ITS Department.

ADMINISTRATIVE OVERSIGHT

The Vice President for Finance is the Aquinas College official responsible for the administration of this policy.

POLICY

In an effort to promote the proper stewardship of College funds, mobile devices are authorized for a limited number of Aquinas College employees based on the responsibilities associated with their positions. Eligible responsibilities include:

- Substantial business travel or frequent absence from the office (on- or off-campus), that requires access to College digital content or constant availability to communicate with the College or its clients.
- Provide significant support to College operations, including emergency response coordination, outside of normal College hours.

A smartphone or tablet may be issued to employees whose position and responsibilities require the specialized functionality of such devices. In some cases, a smartphone is not necessary to accomplish the business duties for which it is intended, in which case, a more basic phone will be selected. The Aquinas College ITS Department is responsible for the selection of standardized brands and models of mobile devices provided to employees and considering appropriate college business use, not to exceed \$300.

A director and/or budget manager must determine if a mobile device is needed and, when deemed necessary, any additional features to meet the business needs of the department. All expenses must be approved within the framework of the requesting department's current budget. Because of the increased and ongoing expense, authorization for a smartphone or mobile device utilizing a data plan requires approval by the supervising vice president.

Non-standard fees related to a College-owned mobile device that were not approved by a director/manager (roaming data charges, international fees, etc.) are the responsibility of the individual employee. The charges will be billed to the employee's department but the employee will be responsible for reimbursing the College for such unapproved expenses.

Employees who are assigned a mobile device by the College will be required to adhere to all College policies while using these devices. This includes, but is not limited to: Aquinas College Confidential Data Management Policy, which

addresses the protection and preservation of electronically-stored information relating to College business. Employees must comply with ITS setup instructions received at the time of device delivery to properly secure the device and the account(s) to which it is linked.

Acquisition

All Aquinas-funded mobile devices will be acquired and inventoried by the ITS Department. Aquinas College will retain ownership of all mobile devices, including but not limited to, phones, tablets, and mobile cellular devices purchased as a result of this policy. The Aquinas College ITS Department is responsible for the selection of standardized brands and models of mobile devices provided to employees and considering appropriate college business use, not to exceed \$300 for phones or \$500 for tablets.

Accessories

Each new phone and tablet will include one charging cable and power adapter. In order to protect the College's investment in mobile hardware, all phones and tablets must have a screen protector installed and be kept in a case at all times. Charges for these standard accessories will be billed to the requesting department. Departments purchasing a tablet will be given a choice of a standard case or keyboard case.

Additional device accessories are the responsibility of the individual employee or requesting department supervisor and at the employee's expense. The ITS Department is not responsible for acquiring or supporting such accessories.

Device Upgrades

Phones: Aquinas provides phone upgrades when the individual is declared eligible by the College's wireless carrier and the resale value of the current device is equal to or greater than the purchase price of the new device, with frequency not to exceed one upgrade per 10 month period at the discretion of ITS. If a phone has reached an age where it will no longer be supported by the College's wireless carrier, the manufacturer, apps required for business use fail to function, or after 2 years or more standard wear and tear renders it ineffective for business use, then it will be eligible for upgrade regardless of plan eligibility or resale value. An employee's upgrade eligibility may be transferred to a different individual at the discretion of ITS and the supervising vice president of both parties. When the replacement device arrives, employees are expected to complete a factory reset, remove the device from their Apple ID, and remove any College or personal data from the original phone. The original phone, charging cable, and power adapter must then be returned to ITS before the upgraded device can be assigned. When a phone is upgraded, ITS will sell the original device to an electronic recycling/refurbishing company and funds will be transferred to the department purchasing the device to help offset the expense of the new device.

Tablets: Replacements are available as requested and funded by a department's budget, with frequency not to exceed one replacement per three years. When the replacement device arrives, employees are expected to complete a factory reset and remove any College or personal data from the original tablet. The original tablet, charging cable, and power adapter must then be returned to ITS before the upgraded device can be assigned. Any and all keyboard cases (including the case's charging cable), cases, or covers that are not compatible with the replacement tablet and were funded by Aquinas need to be included with the tablet. These assets will be sold or reallocated within the College at the discretion of the ITS Department or the managing Vice President of ITS.

Equipment Return or Purchase by Departing Employees

Phones, tablets, or other mobile devices provided by Aquinas for employee use are the property of the College and must be returned to ITS upon an employee's departure from the College. These devices are valuable assets of Aquinas and may be needed by a new employee filling the open position. If assigned devices - including charging cable and power adapter - are not returned to ITS prior to departure, the value of any missing equipment will be deducted from the employee's final paycheck.

A departing employee is eligible to buy a College-owned mobile device upon departure from the College, when deemed budget neutral by ITS, and with signed consent from the CFO. Any such purchases will be subject to Michigan sales tax, which will be paid to Aquinas College by the departing employee.

Replacement of Stolen or Damaged Devices

Aquinas College does not purchase extended warranties, accidental damage protection plans, or device insurance policies for mobile devices. Employees are responsible for the safety and care of the devices provided to them by Aquinas College. If a device is stolen or damaged in a way that renders it unusable and repair is not available (or is more expensive than a replacement device), funding for the repairs or replacement will be handled as follows:

First incident: Repair or replacement options funded by employee's department after discussion with ITS, employee and manager.

Subsequent incident(s): Employee is personally responsible for the replacement cost of the device or repairs. In some cases, this may be covered by an employee's personal insurance policy. Replacement devices must be reviewed by the ITS Department prior to purchase to verify that it is an appropriate replacement for the lost/damaged device.

This repair/replacement policy refreshes after five years from the last incident. If an employee is assigned multiple devices, this policy applies to all devices, collectively, not each device, individually.

Support

Phones: Aquinas College ITS is able to provide limited device support. For technical support or issues related to service, employees are directed to the online and phone support provided by the College's wireless provider. In some cases, support may also be available in local stores maintained by the wireless provider or device manufacturer.

Tablets: Aquinas College ITS is able to provide limited device support. Every newly-purchased tablet comes with a limited warranty. Employees seeking support related to the warranty or complimentary technical support must make arrangements directly with the tablet vendor/manufacturer. ITS does not coordinate support.

Stipends

An employee whose position/responsibilities do not meet the policy guidelines above, but who must use a personal phone for business purposes, may be eligible for a stipend to offset the cost of the personal device/service. Stipend eligibility and amount will be determined by the Controller of the College according to the Aquinas College Stipend Policy.