Office of Information Technology

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Electronic Devices Policy

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Statement of Policy

Electronic devices, including all cellular telephones, data, and email devices are valuable tools to enable staff to fulfill the needs of the university. The best method for electronic device usage is for the employees to purchase and maintain their own contract for services. The university will then provide a technology allowance payment to offset the business use of the personally owned device. In limited situations, department heads may authorize the use of university owned electronic devices for short-term events, emergency purposes, or multiple staff needing to share a single device with dean or vice president approval.

The university vice presidents have designated positions within their respective areas that need technology that allows for mobile communications in order to adequately perform their job. For employees that travel during certain periods the vice president has evaluated whether mobile communications are a convenience (employee responsibility) or a requirement (employer responsibility) and that the frequency of use suggests a permanent stipend is less expensive than periodic rentals of university owned devices. Approved positions will receive the stipend until the vice president initiates an action to stop the stipend.

The position list contains three categories of users: 1) **Basic** users that require limited technology (voice only communications); 2) **Average** users that require both data and voice communications, and 3) **High** users that require increased levels of communications and perhaps more than one device as discussed in further detail later in this document. It is anticipated that very few employees will fall into the High user category. The stipend is

intended to cover a portion of the employee's mobile technology needs (including initial and replacement devices and service plans) recognizing that the devices may also be used for personal reasons.

When using a personal electronic device for Ball State University official business, users are reminded that they are subject to all university policies. In particular, users should be mindful of policies and procedures regarding the secure use and transmission of university data outlined in the Information Technology Users' Privileges and Responsibilities policy. Steps should be taken to password protect, backup and encrypt data whenever possible.

Individuals who travel occasionally, but do not need to be immediately available, may obtain a long distance calling card through Information Technology Services. This will allow them to charge business phone calls directly to their departmental account. Rental devices for voice, data and email are also available; please contact Information Technology Services for details.

Reason for Policy

While the university recognizes the performance of certain job duties and responsibilities may be enhanced by electronic devices, usage must be evaluated by the university department from a cost/benefit perspective. The purpose of this policy is to provide guidance on university owned electronic devices and services and/or using university resources for payment of portions of monthly invoices of usage when using personal devices for conducting university business.

Currently, because of the disparity of cost between cellular services and landlines, replacing landlines with cellular services will only be considered after thorough review by Vice Presidents for Information Technology and Business Affairs. Users are encouraged to utilize more cost effective, practical and readily available means of communications: landline telephones or corporate calling cards.

Cellular phones and email devices are no longer considered listed property by the IRS; however administrative controls are still necessary to monitor business and personal usage of these types of devices. Vice Presidents, Deans, Directors, Department Heads and Supervisors are responsible for ensuring audits are done within their respective areas.

This policy also will provide the criteria and approval process for the purchase of secondary devices. A secondary device is defined as an additional device (iPad, tablet, etc) requested in addition to the employee's primary device (i.e. desktop computer, laptop, cell phone, PDA, data or email device). These device requests will also be position based decisions and approved with vice presidents recommendation to the Vice President of Business Affairs and Treasurer.

Justification for an Electronic Device or Secondary Device

The University does not require or need for all employees to have electronic or secondary devices. Examples of when an electronic or secondary device is *not needed* are where:

- the employee use is convenient. The ability to stay in touch is convenient but not required for the employee or department's critical functions.
- the employee is traveling. In most cases, communications within the next business day will be sufficient to meet job responsibilities.

A university business purpose for having an electronic device is one where:

- the employee is responsible for emergency matters where they must be available 100% of the identified business period (i.e. 24 hour technical/administrative or supervisory support), or
- the employee does not have access to a landline or other communication device when doing a substantial portion of his/her job (defined as 75% of the identified business period), or
- the use of other less expensive communication devices does not serve as a viable alternative to the business purpose, or
- the employee's job effectiveness will show a significant increase through use of a cell phone, data or email device, or
- the level of business usage exceeds 75% or more of the employees personal device use, or
- a group of employees have the need for a group of shared devices for purposes such as rotating on-call contact, or
- the overall cost of a rental device from Information Technology Services exceeds the monthly stipend that would be provided by the Personal Owned Electronic Device allowance.

The justification for needing a secondary electronic device is one where:

- the employee is responsible for university business functions that require the use of a secondary device as deemed by vice president, dean, director or department head, or
- the employee's existing desktop computer, laptop, cell phone or PDA device will not adequately perform the functions of the secondary device, or
- the employee's job effectiveness will show a significant increase through use of this secondary device, or
- specific job functions of the employee are related to the testing, use or applications on this secondary device, or

- the university, vice presidential area, or department will significantly benefit the university academic and business initiatives by the use of this device, or
- the level of business usage exceeds 75% or more of the employee's personal device, or
- a group of employees have the need for a group of shared devices for purposes such as rotating activities or work load, or
- the overall cost of a rental device from Information Technology Services exceeds the monthly stipend that would be provided by the Personal Owned Electronic Device allowance.

Procedures

The following options are available for positions on the approval list:

Option 1: Personally Owned Electronic Device
Vice presidents may approve a technology allowance payment to individual positions for charges incurred as a result of an employee's use of a personal electronic device and/or service for official business when the employee has a documented business need that cannot be accommodated with a landline phone, pager, two-way radio, or other communication device. The position must meet the criteria outlined in the Justification for an Electronic Device or Secondary Device section on page 2. In these situations, employees in these positions must obtain their own equipment and/or service and the allowance offsets the cost of the business use of the device and/or service. Base salaries are NOT to be adjusted to accommodate personal reimbursement of these expenses.

Since providing payment allowances are a budgetary consideration, authorizing approval will be provided by the Vice President for Business Affairs & Treasurer. As stated above, cellular services and electronic devices are not designed nor intended to replace regular university telephone service and will only be granted after thorough review by the Vice Presidents for Information Technology and Business Affairs. The review will be based on a cost/benefit perspective with the emphasis on saving university funds. If an extraordinary circumstance requires an exception to this policy, a request will need to be approved by respective Dean or Vice President and appropriately documented before being presented to the Vice Presidents of Information Technology and Business Affairs.

While this allowance will be reflected on an employees pay statement each month for recordkeeping purposes, it does **not** represent taxable income due to updated Internal Revenue Service regulations. The allowance will be provided at the amount specified in the procedural guidelines. Employees must read and acknowledge their responsibilities under the allowance program.

Option 2: University Owned Electronic Device
In limited situations vice presidents may authorize university owned electronic devices for documented business needs. The position must meet the criteria outlined in the

Justification for an Electronic Device or Secondary Device section on page 3. The university owned devices are designated to be devices where they solely support business matters, not employee personal matters. The departmental budget account will be billed in accordance with the associated cost for the device. University departments may not separately enter into cellular voice/data contracts for university owned electronic devices. All university owned cellular telephones, data and email devices with university-approved contracts will be managed by Information Technology Services and billed back to the department. For all university owned cellular telephones, the originating department will receive monthly billing reports, summarizing activity for each user. The employee and their immediate supervisor are responsible for reviewing personal and business use of university owned equipment.

The university will not pay for any cellular voice/data plans associated with university owned electronic devices if the employee is receiving a technology allowance payment. A technology allowance payment is intended to provide a stipend to pay for cellular voice/data plans for the devices that are approved for business use by an employee's vice president, regardless if the device is personally or university owned.

University owned electronic devices are intended for business use. These devices may be assigned to an individual or maintained within the department for "check-out" purposes. The University understands that incidental personal use is likely to occur when an employee is in possession of a "checked out" electronic device. This is considered a de minimis fringe benefit and will not generate additional taxable income for that employee.

For all university owned equipment, it is the responsibility of the department head to assure that: 1) monthly statements are verified for appropriate use, including "check-out" devices; 2) follow-up action is taken for inappropriate usage. Supervisors should discuss and monitor the use of electronic devices and services by employees. In the application of this policy, departments or units have the discretion to adopt more restrictive provisions than outlined above.

Requests for the purchase of university secondary devices (i.e. iPads, tablets, etc) are required to go through the Technology Store or Information Technology Services. The position must meet the criteria outlined in the Justification for an Electronic Device or Secondary Device section on page 3. All requests must be accompanied by clear justification of academic/business purpose and proper departmental and budget approvals. A device purchased through the University will be considered a university technology asset, and the device will be tagged and inventoried. By agreeing to terms of this policy, the end user agrees not to tamper with the device or operating system that would invalidate any warranties.

The university will not pay for any cellular voice/data plans associated with secondary devices. The university technology stipend already provided is intended to partially defray the costs for mobile technology expenses. Applications (Apps) fees associated

with business/academic purposes can be reimbursed. If any Apps will be paid for with university funds, a justification of academic/business purpose must accompany the request. The request form is located on the Information Technology Services webpage under the forms area.

Using the Electronic Device

Non university owned electronic devices are personally owned and may therefore be used for both personal and business use. An employee with an electronic device allowance must maintain an active cellular phone or data service contract for the life of the allowance.

Electronic devices should not be used to conduct university business while operating a motor vehicle. University personnel that need to use a cellular or data device while operating a motor vehicle are expected to utilize a speakerphone or hands-free headset. These accessories are available for purchase for most cellular devices.

Note that misuse of the phone – using it in ways inconsistent with university policy or with local, state or federal laws – will result in the immediate cancellation of the electronic allowance payment.

Department Responsibilities and Documentation Requirements

It is the department head or director's responsibility to review an electronic device needs on an annual basis, to determine if allowances should change, continue, discontinue or if new allowances should be added. The department head or director is also responsible for reviewing call detail reports from Information Technology Services for personal usage when using university owned devices.

Departments or employees are not authorized to directly purchase cell phones, data or email devices or PDA's without following rules outlined by this policy. Reimbursement for devices purchased without proper documentation will be denied or the devices will become property of Ball State University, therefore becoming a university owned device. Please contact Information Technology Services with questions regarding the policy.

Special Rules for Contracts & Grants

There are special rules and regulations with regard to contracts and grants. Therefore, any request to charge one of these accounts must be approved by the Contracts and Grant Office. Any device charged to a grant will be fully devoted to the project and must be deemed necessary.

Please call 5-5291 or go to RH, 2100 W. Riverside. Electronic devices funded by grants will continue to be university owned devices and follow this policy once approval is granted.

Monetary Allowance for Employee Owned Electronic Devices

Cellular Phone

The university will not provide a monetary allowance for the purchase of basic cellular instruments. Generally, these devices are free upon entering a wireless plan; the employee can choose a phone with more features and pay the difference if he/she chooses. The university will not pay activation fees.

Personal Digital Assistant (PDA), Email or Data Devices

The university has built in partial replacement funds to the average and high users stipends to defray the cost for purchasing or replacing the device. The university will not pay activation fees.

Employees are authorized to have insurance coverage on their electronic devices if available. This is an optional expense, but employees are required to replace lost or stolen devices and resolve problems with service or equipment while receiving a monthly allowance. Any electronic device not being used must be returned to Information Technology Services.

The electronic device monthly allowance is based upon the approved plan and will be not be included in the taxable income for the employee as long as the monthly allowance is less than the employees' actual cost for their monthly service. The allowance is intended to reimburse the employee for the business use of the phone, not to pay the entire amount, under the assumption that most employees also use their electronic devices for personal use. The standard reimbursement rates are based on individual business rates. The final and authorizing approval will be the Vice President of Business Affairs & Treasurer.

Termination of an Electronic Device Contract

This area is designated for contract changes or cancellations (and associated fees):

As a result of the employee's decision, misconduct, or misuse of the electronic device: if prior to the end of the cellular contract, a personal decision, or employee misconduct, or misuse of the electronic device results in the need to end or change the cellular contract, the employee will bear the cost of associated fees. Example: The employee quits and no longer wants to retain the current cell phone contract for personal purposes.

As the result of a university decision (not related to misconduct): If prior to the end of the cellular contract period a university decision results in the need to end or change the cellular contract, the university will bear the cost of any associated fees. Example: The employee's supervisor has changed the employee's duties, and the allowance is no longer needed. The employee does not want to retain the current electronic device or contract for personal purposes.