I. Policy

It is the policy of the University to provide the equipment, services, and other resources necessary for its faculty and staff to discharge their job-related responsibilities properly. Cellular and wireless telephones and devices may be included among these resources. For the purposes of this policy, cellular and wireless telephones and devices are hereinafter referred to as “eDevices.”

It is the responsibility of the vice president, dean, or director to justify the need for an individual under his or her management to have an eDevice. Justification could be based on increases in efficiency, effectiveness, or enhancement of personal employee performance. For academic units, approval is required from the dean. For administrative or service units, approval is required from the director or vice president. For the purposes of this policy, a unit is defined at the responsibility level. Departments are required to document and maintain the approval and justification for each user in local area work files.

II. Procedure

A. The University discourages use of agency eDevices for personal use. However, if circumstances should require an individual who is assigned an eDevice to use the eDevice for personal use, then that portion of the cost of the personal eDevice air time that causes the service bill to exceed the allotted monthly air time should be reimbursed to the University. As such, it is the responsibility of the vice president, dean, or director to monitor eDevice usage to ensure that abuse does not occur. The use of University-owned eDevices by faculty or staff may be revoked if there is evidence of abuse or misuse.

B. eDevices purchased through the University, regardless of the source of funds, are the property of the University. eDevices, accessories, and equipment must be accounted for
as required by state law, and are to be turned in to the department when an employee
transfers or terminates. When an eDevice is replaced, the old eDevice must be turned in
to Consolidated Services. See University Policy BUSF 5.00 Property Accountability for
inventory and tagging requirements.

C. If an eDevice is lost or stolen, a police report must be filed to account for the loss of state
property. If an eDevice is damaged or lost, the vice president, dean, or director, at his or
her discretion, may require the employee to pay for a replacement eDevice.

D. Calls or other communications on University eDevices should be kept brief to ensure
efficient use of University resources. eDevices should be kept secured to prevent
unauthorized use. Each area is responsible for the payment of expenses associated with
eDevices used by that area.

E. The use of eDevices while driving on University business is strictly prohibited.

F. Service plans (coverage and minutes of airtime) should be selected carefully to meet the
needs of the respective areas. These plans should be reviewed at least on an annual basis
to ensure the need for the level of service obtained is still justified. Areas having large
numbers of eDevices may wish to evaluate linking these users together under a single
service contract for sharing a set amount of minutes per month.

G. Complaints regarding eDevices, service, or service contracts, should be filed with the
USC Purchasing Department and/or the vendor.

H. All eDevice service contracts must be established in the name of the University of South
Carolina. All eDevice service agreements must reflect the billing address of the local
area or department paying for the device. In order to maintain full accountability at the
user level and to eliminate establishing multiple purchase orders, it is strongly
recommended that departments use their Visa Purchasing card to pay monthly bills for
eDevices. Records of billing and payment should be maintained as required by
University policy and procedure. To assist in budgeting and tracking charges for
eDevices, the Controller’s Office has created a new object code specifically for
cellular/wireless usage and a new object code for cellular/wireless equipment and
accessories. The new object codes are:
52037 – Cellular/wireless monthly charge
52038 – Cellular/wireless equipment and/or accessories

I. Personal eDevices may not be placed on state contract.

J. Service contracts for eDevices may be activated, cancelled, or service shifted to another
vendor without cost to the University. Vendors should be notified in writing in advance
of such a change. In the event that a personal eDevice must be used for conducting
University business, the individual, with proper documentation of the personal air time
used, may seek reimbursement.
K. Usage, monthly access and other charges, as well as appropriateness of service contracts for eDevices may be reviewed by the Department of Internal Audit. This information is available under the Freedom of Information Act in University Policy UNIV 2.00 Freedom of Information Policy (http://www.sc.edu/policies/univ200.pdf). Therefore, users are strongly encouraged to use eDevices only for University business and to maintain accurate records.

L. A listing of cellular/wireless vendors, allowable charges and contracts authorized by the state may be found at the following web site: http://www.state.sc.us/oir/rates/docs/rates.html

III. Related Policies

University Policy BUSF 5.00 Property Accountability
University Policy UNIV 2.00 Freedom of Information Policy

IV. Reason for Revision

Policy revised to reflect policy category change from IT to BUSF. Policy organization, content and accuracy reviewed; no substantive revisions required.