

**LOUISIANA STATE UNIVERSITY
HEALTH SCIENCES CENTER – Shreveport**

Policy Number 6.3.1

Effective Date: X/X/XX

Superseded Policies:

6.3.1 – Cellular Services

6.3.3 – Blackberry PDAs

6.3.1 – Communications
Technologies

ADMINISTRATIVE DIRECTIVE

6.3.1 Mobile Communications Devices and Services

I. Purpose

LSUHSC-S will, at its discretion and in accordance with this directive, provide employees with mobile communications devices and telecommunications carrier services or means to procure such, at institution's expense, for the primary purpose of conducting official state business. All mobile devices that are paid for by LSUHSC-S are the property of LSUHSC-S and the employee is responsible for insuring the appropriate use of the mobile device as well as the security and safe keeping of the mobile device as outlined in this directive.

II. Eligible Devices and Services

Eligible devices may include: cellular phones, Blackberries, PDAs, smart phones, WiFi devices, and iPads or tablets (carrier connected). This policy does not apply to non-connected devices. Eligible services may include: network access/email, cellular phone service, tethering, data plans, off-site high speed access (DSL, cable, satellite, wireless cards/aircards).

III. Subscriber Eligibility

Devices, services, and changes to devices or services, may be acquired and used only after specific, written approval from a Department Head and/or the Chancellor, if required, is received. Favorable consideration shall be given to requests when the use of the device or service relates protection of life and property and improved efficiency and effectiveness.

IV. Procurement

Each department must assure the employee meets eligibility requirements. The department must determine the needs and usage requirements for the employee. This includes the type of mobile device, the appropriate voice and/or data plan, the area of travel where service will be required, and the features and functionality of the device and/or service to be acquired. An approved Communications Technology Request (CTR) must be presented to the Information Technology Group (ITG) to initiate ordering new mobile devices and services. LSUHSC-S provided devices and services will be procured by ITG referencing state contracts and utilizing centralized billing. Devices must be shipped to ITG for distribution to subscribers. All devices utilizing services must comply with all current security policies.

V. Personal Usage of LSUHSC-S Provided Mobile Devices

Incidental personal usage of LSUHSC-S provided mobile device service is acceptable, provided the invoice total does not exceed the predetermined plan limit, resulting in no additional cost to the institution.

In the event total minutes/data use exceeds the plan limit, resulting in additional cost, the subscriber must either provide proof that overage charges were not due to personal usage or reimburse the institution for personal usage overage charges, both of which require supporting detailed billing documentation. ITG will notify subscribers of overage notifications received from carriers prior to invoicing and it is the department's responsibility to determine if plan features need adjusting.

VI. Accounting for Expenses

All device and related service expenses for LSUHSC-owned devices will be expensed by ITG to the responsible department. For those users with personal devices who use them for state business, an allowance is available. Multiple mobile devices or services will not result in multiple allowances.

VII. Allowance Agreement for Personally-Owned Mobile Devices

The attached Allowance Agreement for Personally-Owned Mobile Devices must be completed and approved in order to receive a monthly allowance for personally-owned devices used for business.

Procedures for receiving a mobile device allowance are as follows:

1. An Allowance Agreement for Personally-Owned Mobile Devices form must be submitted to the ITG Department, signed by the Department Head for the respective employee.
2. The ITG Business Manager will submit a master list of eligible users to Travel & Direct Pay for quarterly payments. The ITG Business Manager will reaffirm the allowance continuance with the users, Human Resources, and the department business manager on a periodic basis.
3. Travel & Direct Pay will issue checks quarterly

VIII. Department Responsibilities

Each department is responsible for controlling usage of mobile device service. Use of service must comply with all applicable federal and state laws, rules, and regulations. Additionally, the department is required to maintain an inventory of all services and devices in operation and the employees to which they are assigned. Each department must notify ITG to terminate service and surrender the device or discontinue the allowance when the subscriber's role and responsibilities have changed, is no longer employed, no longer meets eligibility requirements, or no longer requires service.

IX. Misuse

Failure to comply with this directive will result in notice provided to the subscriber and supervisor. Repeated misuse may result in loss of mobile device and service privileges.

X. Mobile Device Software and Applications

Users requiring business-use software or applications for approved mobile devices shall acquire such product in the same state-approved procurement method as any other business-use approved software application or resource material.