

25.99.09.C0.01 Communication Devices

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[Revision History](#)



Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) recognizes the importance and prevalence of cellular communication devices and cellular communication services for the performance of certain job responsibilities. This procedure establishes formal guidelines for managing TAMU-CC communication devices and communication services as allowed by system regulation 25.99.09, *Communication Allowances*.

Definitions

Communication Device – For the purposes of this procedure, a cellular telephone, mifi device, PDA or smartphone, computer, an iPad, and peripheral equipment (e.g. case, charger, hands-free headset) are considered to be communication devices.

Communication Service – for the purposes of this procedure, defined as the plan providing for operation of a communication device.

Procedure

1. GENERAL

- 1.1. The cost of a communication device/service is considered a personal expense for an employee and will not be directly paid for by the TAMU-CC.
- 1.2. An administrative area or unit must follow the policy outlined below to determine if it is appropriate to provide cellular services for an employee. The guiding principle for eligibility is that the use of a communication device/service by an employee is for the benefit of the university, rather than the convenience of the employee and that the employee cannot perform their work duties unless cellular services are provided.
- 1.3. The university will not pay for or reimburse employees for the cost of internet services at home, such as DSL or satellite services, from any university funds.

2. EMPLOYEE OWNED COMMUNICATION DEVICES OR COMMUNICATION SERVICES

TAMU-CC does not elect to monetarily contribute to the employee's purchase and operation of a communication device and/or service. Exceptions may only be approved by the CEO or designee and would be processed through the payroll system. Approved exceptions must be compliant with system regulation 25.99.09, *Communication Allowances*.

3. TAMU-CC OWNED COMMUNICATION DEVICES OR COMMUNICATION SERVICES

3.1. TAMU-CC may elect to acquire and provide a communication device/service for a department when delivery of services, in the opinion of administration, necessitates the provision of such a device and the device is shared among employees. Shared departmental communication devices may be obtained through TAMU-CC Division of Information Technology or through university-approved procurement channels.

3.2. A communication device/service provided to an employee by the university is the property of TAMU-CC and shall be used by the employee for official business. No personal use of the device is allowed except incidental use as defined by system policy 33.04, *Use of System Resources*. An employee in possession of a TAMU-CC owned communication device shall have no expectation of privacy in the use of the device. All information contained on the device may be subject to examination by authorized TAMU-CC employees without notice.

3.3. The provision of a communication device to an employee must be based upon business need as defined by system regulation 25.99.09, *Communication Allowances* and determined by TAMU-CC administration. Examples of business needs include, but are not limited to:

- (a) the employee frequently engages in work-related travel;
- (b) the employee is frequently out of the office for university business;
- (c) the employee's duties require being "on call" for essential services;
- (d) the employee is key personnel needed in the event of an emergency; or
- (e) the employee's work location is at home for a certain percentage of time.

4. PURCHASING

The Purchasing Card would be the preferred method for purchasing cellular devices/services for TAMU-CC owned communication devices/services as well as for monthly charges.

5. ADMINISTRATION AND EMPLOYEE RESPONSIBILITIES

- 5.1. The appropriate vice president or designee is responsible for approving the issuance of a university owned communication device.
- 5.2. Employees are responsible for the following:
 - (a) Understanding that the device is used only for official business (with the exception of incidental personal use).
 - (b) Ensuring the physical protection of the device from damage and unauthorized use;
 - (c) Ensuring that the device is returned to TAMU-CC when it is no longer needed or the employee terminates employment with TAMU-CC; and
 - (d) Ensuring that the device is not used for any purpose in violation of local, state, or federal law.

6. DATA SECURITY AND CONFIDENTIALITY:

- 6.1. All institutional data must be protected from unauthorized disclosure and must be protected with the same granularity of security control provided by the originating host system. This includes institutional data on mobile devices, including personal devices which may be used for business purposes. Certain private data, such as social security numbers, should not be retained on local or mobile devices. Additionally, mobile devices must be properly disposed of when no longer being used.
- 6.2. Phones accessing institutional data shall utilize an appropriate screen lock mechanism (e.g. PIN, swipe, password, etc.).
- 6.3. Unencrypted mechanisms such as text messages should never be used to send confidential university data, or protected personal information (PPI), such as social security numbers, passwords or credit card numbers.
- 6.4. When traveling, users must follow all state and federal regulations regarding the use of cellular devices while driving.

Related Statutes, Policies or Requirements

System Policy [33.04, Use of System Resources](#)

System Regulation [25.99.09, Communication Allowances](#)

University Procedure [29.01.99.C1, Security of Electronic Information Resources](#)

University [IT Standards for All Users](#) and [Security Controls Standards Catalog](#)

This procedure supersedes:

- [25.99.08.C1.01, Communication Allowances](#)

Contact Office

Contact for clarification and interpretation: Senior Associate Vice President for Information
Technology & Chief Information Officer
(361) 825-2693