Eligibility:
The issuance of a College cell phone will only be made when a demonstrated need is shown and is approved by the President and the appropriate Vice President of Finance, Academics or Human Resources. In the issuance of College cell phone, the guiding principles for use and approval apply to:

a) College executives and officers since those individuals are on-call and their workload is recognized as consistently exceeding those associated with normal business hours. (Generally Associate Vice President’s and Vice Provosts and above)
b) Department of Public Safety Officers and Police Officers for safety purposes
c) Information Technology for computer and information service emergencies
d) Facility Operations to address operational issues and weather emergencies
e) Other individuals where the person is required to be on-call.

Given that on-call responsibilities commit individuals to hours beyond business hours, it is expected that personal cell use is unavoidable. Accordingly, each individual assigned a College-sponsored cell will be given a stipend equal to the cost of the basic monthly service charge, which is noted in the Operating Cost Definitions Chart. Any enhanced service on the cell phone (such as tethering) would be a cost to the cell phone user unless a waiver is requested.

For those individuals who have been provided with a cell phone in the past, but based on an annual review are no longer identified as on-call, the College will provide a 50 percent stipend to those individuals for purposes of maintaining a cell phone.

College administration will continue to review the distribution of all phones and of stipends paid for phones on an on-going basis and address individual situations as they arise.

Ownership and Operating Costs for College Sponsored Handheld Devices:
As noted Information Technology Services (ITS) will provide a detailed report on handheld device usage upon the request of the Vice Presidents or their designees. The annual amount for the use of a handheld device will be reviewed, annually by the Vice Presidents. If an employee is approved for a sponsored handheld device, or reclassified for a 50 percent stipend, the employee will receive compensation for the annual operating cost of the handheld device. To receive said compensation the employee must utilize the approved vendors, use equipment standardized and authorized by ITS and remain on the College’s Handheld and Wireless Devices Compensation Agreement.

Compensation for Operating Costs will be handled by increasing the employees’ salary rate by the yearly approved operating cost (see attached chart for details). The operating cost of the handheld device will be withdrawn from employees’ salary through payroll deduction each pay period.

While the equipment becomes property of the employee, the telephone number will be retained by the College, if an employee is no longer employed. Because the employee is paying for the usage as noted, the employee may use the sponsored device for reasonable
personal use. The College is acting as the fiscal agent for the employees handheld device accounts.

Accessories such as Bluetooth headsets or car chargers etc. are the responsibility of the cell phone user.

**Purchase of Equipment:**
There is an Intranet web page containing information on the current equipment models (such as Blackberry, iPhone and Android) that ITS will act as an agent for. Additionally this web page will have a form for the end user to complete to initiate the process of ordering a replacement or new device as well as accessories. After the form is completed and submitted, an e-mail will be sent to the Application Support Team who will review the order for accuracy and verify eligibility. If the order can be placed, an e-mail will be sent to the end user to informing them that the order is approved for processing. Instructions to the end user will be provided so the user knows to pay for the order at the Student Accounts Office. Student Accounts will be notified also and will be requested to inform the Application Support Team when payment has been made. After confirmation of payment, the order will then be placed. After the equipment arrives the end user will be contacted again to arrange the exchange of equipment. The College will maintain a small inventory of approved handheld devices for replacements. Devices not in inventory can be shipped within 48 hours.

_No unauthorized Handheld Devices will be accepted as sponsored Handheld Devices._

**Replacement or Repair of Equipment:**
All equipment supplied by vendor (Verizon) can be replaced after 12 months of use at discounted pricing. Equipment used for less than 12 months is replaced at retail cost. Equipment is under warranty for 12 months. ITS will have a small inventory of usable handheld devices that can be used during warranty repairs if necessary.

**Personally owned third party software:**
Software purchased or installed by the end user to be used on a handheld device will only be supported by ITS on a best effort basis. ITS will not be responsible for any loss or information or data associated with such software.
General Information:

Smartphones
The College and Information Technology Services (ITS) presently supports the Blackberry line of PDA’s manufactured by RIM, as well as Android and Apple iPhone/iPad devices purchased by the College and supplied by Verizon Wireless. Devices using other operating systems will not be supported. Air Cards are also supported (a device that enables a PC or tablet-type computer or PDA to use cellular technology to transmit data and email). These devices are basically cellular telephones and will be treated as such. The College has a purchasing agreement with Verizon Wireless for Smartphones and Blackberry PDA’s. The devices acquired will be purchased off the current product list approved by ITS.

WiFi and Bluetooth
WiFi is a common name for IEEE 802.11 b/g/n technology that enables wireless data communications for computers, PDA’s and cellular telephones. Bluetooth is another wireless communications protocol that is used for short range connections to headsets, keyboards, printers and other devices. Both of these technologies are common in all handheld devices and are supported by ITS.

Hot Spot Access:
Many airports, coffee shops and restaurants offer Hot Spot services. A Hot Spot service enables the usage of a wireless network card to be used in a computer or PDA to access email or the Internet. College utilization of these services is on an as needed basis and must be approved by the appropriate Vice Presidents.

Use of Personal Handheld Devices for College Business:
The College will not pay for personal handheld expenses. All reimbursements for all phone usage will only be made through the College Cell Phone Issuance Plan.

Employees that are not supplied a College Blackberry or Smartphone can purchase a phone on their own. ITS personnel will assist in the set-up of the device to work with the College email system and appropriate security servers, under the following procedures:

- The device must be purchased from Verizon and listed on the College’s supported product list.
- The employee will be responsible for the purchase of the product, maintenance and recurring fees.

Pagers:
The College does support the use of basic numeric one-way pagers. The current preferred vendor is Arch Wireless. Enhanced paging devices parallel PDA functionally and are not on the ITS product list nor supported by the College.

Recurring Expenses:
The initial contract for recurring expenses, i.e. cellular telephone monthly usage, or air card, will be contracted at the minimal usage plan available. If additional time or
services are needed, it will be at the employees’ expense unless authorized by the appropriate Vice President. Please see Operating Costs under Definitions.

**Lost or Damaged Devices:**
The replacement of lost or damaged devices is the responsibility of the individual using the sponsored device. If a device is lost or damaged, call the ITS Help Desk so the device can be disabled.

**Definitions:**

**Best Effort Support:** ITS will provide support as time permits. Projects will be assigned a lower priority, and the College will not expend funds for hardware, software or maintenance for this type of support. ITS management reserves the right to stop supporting any Best Effort Support device at their discretion. ITS will also not be responsible for any loss of information or malfunction caused by ITS personnel working on this equipment.

**Operating Costs:** Following is the yearly amount that the College will pay for the operation of an employee handheld device. Any enhanced service on the cell phone (such as tethering) would be a cost to the cell phone user unless a waiver is requested.

<table>
<thead>
<tr>
<th>Category</th>
<th>Smartphone Description</th>
<th>Annual Compensation</th>
<th>Pay Period Compensation</th>
<th>Annual Deduction</th>
<th>Pay Period Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Standard Plan</td>
<td>$600</td>
<td>$23.07</td>
<td>$600</td>
<td>$23.07</td>
</tr>
<tr>
<td>F</td>
<td>50% Plan</td>
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<td>$600</td>
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<tr>
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<td>0</td>
<td>0</td>
<td>$120</td>
<td>$4.61</td>
</tr>
</tbody>
</table>

Link to Form: [https://intranet.owens.edu/its/handheld_agreement12.pdf](https://intranet.owens.edu/its/handheld_agreement12.pdf)

These procedures were developed and implemented by Information Technology Services (ITS) under the guidance of the Associate Vice President, Technology/Chief Information Officer and the Vice President Finance & Administration/CFO.

Any changes to the procedures must be submitted to the Board Secretary for the review process.

These procedures conform to the policy as approved by the Board of Trustees on 09-09-08, and as filed with the State of Ohio Electronic Rule Filing with the policy effective date of 09-20-08.

**DRAFT REVISIONS FOR SMARTPHONE LANGUAGE/DEVICES, TITLES, UPDATED COSTS, REMOVAL OF OBSOLETE LANGUAGE/DEVICES; FOR EFFICIENCIES AND COST SAVINGS. CABINET REVIEW DATE 01 10 12; 9-18-12; 10-16-12; 10-30-12. Notice to College for draft review (November 9 to November 30, 2012) Effective Date: December 1, 2012**