

 <p>RHODE ISLAND COLLEGE</p> <p>OFFICIAL POLICY</p>	<p>Portable Telecommunication Devices Used for College Business</p>	<p>EFFECTIVE DATE: 2014/02/24 REVISION HISTORY: 2008/10/15; 2003/03/03</p>
<p>RESPONSIBLE OFFICE: Information Services</p>	<p>POLICY OWNER: AVP Information Services</p>	<p>SUPERSEDES: <i>policy on Cell Phone Use</i></p>

PART 1. RATIONALE

Use of college-owned smart phones, cell phones, tablets, pagers, or other such devices for the purpose of non-work-related communication displaces those communications that are work-related. Furthermore, payments to third-party service providers are largely generated through student tuition and the state appropriation, and cannot be used for non-work-related purposes. Finally, time spent on non-work-related communications during work hours compromises an employee’s ability to fulfill his/her terms of employment.

PART 2. SCOPE

This policy applies to any college employee issued a college-owned portable telecommunication device. The policy also applies to college employees who use their personal portable telecommunication devices for college business.

PART 3. DEFINITIONS

<p>Portable telecommunication device</p>	<p>for the purpose of this policy, a portable telecommunication device is any type of instrument capable of transmitting and/or receiving voice, text, images, data, or other such communication over an electronic network that requires payment to a third-party service provider</p>
---	---

PART 4. STATEMENT OF POLICY

- A. College-issued portable telecommunication devices
 - 1. No portable telecommunication device will be issued without the express written approval of the vice president of administration and finance and the president.
 - 2. All billing will be administered by Rhode Island College Office of Network and Telecommunications. No college-owned portable telecommunication device will be billed directly to a college employee; all contracts will be in the name of Rhode Island College.
 - 3. College-issued portable telecommunication devices are to be used for the college-related activities for which they are assigned. Absent extraordinary circumstances, such devices may not be used for non-college related commercial purposes, other related activities, or personal use, other than personal use that is incidental and infrequent.
- B. College-related use of employee-owned portable telecommunication devices
 - 1. When employee-owned telecommunication devices are used for college business, employees will be reimbursed for those business calls at a rate computed by dividing the monthly billing rate (regardless of the fact that business usage minutes caused the allotted minutes to be exceeded) by the total allotted minutes.

- C. Department directors are responsible for ensuring that employees in their respective departments are aware of these policies and procedures.

PART 5. PROCEDURES

- A. Personal calls made on college-issued portable telecommunication devices:
 1. Any personal calls made during a billing period will be reimbursed by the employee at the highest per minute rate charged by the billing plan. It is presumed that the personal calls made during the billing period allotted minutes displaced business calls; therefore, the employee will have to reimburse the state at the higher rate. This policy will apply regardless of the fact that the personal usage minutes during the billing period in question were less than, equal to, or more than the total number of excess minutes.
 2. Monthly bills for college -issued portable telecommunication devices will be forwarded to employees so that personal calls can be identified and reimbursed. [PDF](#) and [Excel](#) forms are available online for this purpose. Reimbursements may be accumulated and paid on June 1 and December 1 of each year.
- B. For reimbursement to employees for business use of employee-owned portable telecommunication devices, annotated bills identifying college business calls may be forwarded to the Office of Administration and Finance through normal administrative channels.

PART 6. GUIDELINES

- A. Requests for college-issued portable telecommunication devices should be made through the normal administrative process.

PART 7. RESPONSIBILITIES

Responsible Official	List of Responsibilities
president	approval of all requests for college-issued portable telecommunication devices
VPAF	approval of all requests for college-issued portable telecommunication devices
Office of Network and Telecommunications	administration of billing
department directors	ensure that department members are aware of this policy and accompanying procedures
Office of Administration and Finance	reimbursement of employees for business usage of their own personal portable telecommunication devices

PART 8. CONTACTS

Subject	Office or Position	Telephone Number	E-Mail
Billing questions on college-issued devices	Office of Administration & Finance	(401) 456-8200	avpis@ric.edu
Policy Clarification	AVP Information Services	(401) 456-8200	avpis@ric.edu
Reimbursement questions for personal devices	Office of Administration & Finance	(401) 456-8200	avpis@ric.edu

PART 9. POLICY ENFORCEMENT

Violation(s)	1. Failure to reimburse college for personal calls on college-issued devices 2. Fraudulent request for reimbursement of business calls made on a personally owned device
Potential consequences	Violators are subject to revocation of their college-issued portable telecommunication device and may be subject to disciplinary action
Where to report violations	Violations may be reported to the assistant vice president for information services

PART 10. FORMS/TEMPLATES/REFERENCE DOCUMENTS

Form, Template, or Document
Annual Statement of Personal Usage for RIC Telecommunication Device/Service in pdf format (printable version)
Statement of Personal Usage for College Provided Telecommunication Devices in xlsx format (preferred version)
Request for reimbursement for business use of personally owned telecommunication device for reimbursement, use " Check Request Form 2009 Template (MS Excel Format) "