

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: II:09:00

Date: March 2009

Subject: Use of Telephones and Mobile Devices

This policy describes the assignment, use, and management of desk and cellular telephones and mobile computing devices by employees of Buffalo State College.

Policy

Desk and cellular telephones and portable computing devices are to be used for official business-related activities only. Personal use of telephones should be limited to emergency calls. Payment for reimbursement of personal desk or cellular telephone calls should be forwarded to the Accounting Office. Personal use of laptops and other mobile computing devices should be kept to a minimum.

Cellular Telephones

Cellular telephones and broadband cards may be assigned only to employees whose duties and responsibilities require immediate or remote communications capabilities. The assignment of cellular telephones and broadband cards must be approved by the Vice President for Finance and Management, who will review assignments annually to ensure compliance with this policy.

Each employee assigned a mobile device shall be primarily responsible for its security and maintenance, and must immediately report any theft, loss, damage, or vandalism of the unit.

New York State law prohibits the use of handheld cellular phones while driving.

Questions about this policy may be directed to the Vice President for Finance and Management Office.