

FERRIS STATE UNIVERSITY

DIVISION OF ADMINISTRATION AND FINANCE

Cellular Communication Devices Policy Administration and Finance Business Policy

Policy Number: 2024:08
Supersedes:2014:04

This Policy pertains to the issuance and expense distribution of university-owned and maintained Cellular Communication Devices (CCDs). It does not cover personally owned CCDs. Please see the Cellphone Stipend Policy regarding personally owned CCD's. A CCD is defined as a cell phone, smartphone, wireless internet card, or any other cellular-enabled device that requires a monthly or annual fee and provides an electronic communication connection or internet connection.

SCOPE AND APPLICABILITY

This policy shall apply to all Ferris State University employees who use university-owned CCD (both personally assigned and departmental use) as referenced in the specific procedures and guidelines outlined below.

DEFINITIONS

MiFi—mobile Wi-Fi are small, portable, and usually battery-powered devices that allow multiple devices to connect wirelessly and use the cellular connection to provide internet access to the connected devices.

Tablets—Tablets are handheld computing devices with a touch screen and a fixed operating system such as Android or Apple OS. In this instance, we are defining cellular-enabled tablets of either variety.

Smart Phones are hand-held cellular-enabled devices that can make phone calls, text messages, and access the Internet. They can be Android or Apple-based.

Flip Phones are cellular devices that are primarily used for cellular calling, although some may allow for the sending and receiving of SMS messages.

Mobile Device Management (MDM) software can be installed on smartphones, tablets, and computers, allowing the university to administer, update, and maintain these devices. This software allows us to recover a device when the user password is lost, remote wipe the device, load software on the device, block unwanted software, and update the tablet's operating system.

Porting – the transfer of a cell phone number into or out of the university's cell phone plans

POLICY

The University is responsible for purchasing CCD equipment. Costs for cosmetic or technical extras that have no business purpose are the responsibility of the employee. The appropriate Supervisor, Budget Manager, or designee may authorize a CCD when required for university business. Simple convenience is not a criterion for a CCD. Equipment purchased directly by the University are the University's property.

CCD's may be authorized as specified below:

MiFi's—The department may request and authorize MiFi's for employees who travel significantly and require internet access to complete their jobs. These should not be purchased for users who work from home and should not be used for personal use at any time.

Cellular Tablets – these may be requested for campus users who are required to move around on campus or travel to locations in the course of their job that do not have wireless internet access. The use of these devices should support the work efforts of individuals in need of mobile access to campus resources and directly support their job function.

Cell phones (flip phones and smartphones) – Cell phones may be requested and paid for by the university when the need for a device and a cellular number transcends the user in the role. These devices should be necessary for university operations. Maintaining the continuity of the number is a strategic and necessary condition for the approval of a cell phone. The cell phone and the cell phone number will remain the property of the university and will not and cannot be transferred to an employee who leaves the university employment.

Smartphones and tablets will have MDM installed before the device is turned over to the department or the user.

If a smartphone is required and approved, the phone can be either an Android or Apple device and will be the free version offered by our providers. The user does not get to pick the color or the capacity of the phone. Economics and functionality will determine the phone provided. If the free version available does not meet the needs and the need is fully justified, then the next version above the free version may be selected. No color or capacity choices are allowed.

If a cellphone (smartphone or flip phone) is required and approved, the user may not port their number in to be used on the phone, and users who have university-provided cell phones may not request the number be ported out to their account. Cellphone numbers user for and approved for business needs, remain the property of the university.

CORRESPONDING POLICIES

- A. Acceptable Use Policy
- B. Information Security Policy
- C. Electronic Mail Policy
- D. Electronic Mail Guidelines
- E. Proper Use of Information Resources, Information Technology and Networks Policy
- F. Business and Special Expense Policy

CONTACTS

For more information, please contact the following departments:
Finance Office and/or Chief Technology Officer

Amanda Matheson
Vice President for Administration & Finance

Ferris State University

Cellular Communication Device Pricing Schedule and Approval Form

☐ New Service

☐ Terminate Service

Budget Manager Name: _____ Index: _____
(Please Print)

Budget Manager Signature: _____ Date: _____

For terminations, please list the MCD Number with the area Code: _____

Plan Selection (Please refer to MCD Pricing Schedule for current plan details and amounts)

☐ Cellular Phone

☐ MiFi Hotspot

☐ Tablet

Note: Rates are subject to change based on the current rates of the plans as provided by our carriers.