Cell Phone Policy

Effective Date: 2017
Last Update: 1.10.2020
Responsible University Office: University Purchasing
Policy Contact: Manager, University Purchasing

Purpose
This policy provides the requirements for Gonzaga University departments regarding the issuance of cell phones to employees for job-related needs. This does not include personal cell phones used for job-related needs. The purpose of this policy is to:
- define criteria for determining employee eligibility
- define department and employee responsibilities
- assist in managing and containing costs and risks related to cell phone services
- outline Gonzaga’s expectations for proper procedures relating to cell phone acquisition, and use

Policy
1. Departmental and vice-presidential approval is required for issuance of a Gonzaga-issued cell phone. Departmental approval should be a supervisor and/or budget officer.

2. Employees are eligible for a Gonzaga-issued cell phone if they meet any of the following criteria.
   a. Employee’s job requires significant travel on behalf of Gonzaga University.
   b. Employee spends significant time away from the desk/office during the day and needs to remain in contact (e.g. IT support personnel).
   c. Employee’s job requires the employee be accessible before/after normal work hours.
   d. Employee’s job has other specific requirements with vice presidential approval.
3. It is the responsibility of each cell phone user to know, understand, and adhere to Gonzaga University’s policy for cell phone voice and data use. The employee agrees to use the phone in ways consistent with Gonzaga’s Information Technology Use Policy and all applicable local, state or federal laws. Inappropriate and unlawful use of cell phone features is prohibited.

4. Departments may specify additional guidelines specific to their areas via a Departmental Addendum to the Gonzaga University Cell Phone Policy. Departmental addenda must be reviewed and approved by the area vice president.

5. Each employee who requires a cell phone must complete the Cell Phone Request and Approval Form, and sign the Cell Phone Policy Acknowledgement and Agreement Form. Departments must submit to University Purchasing the signed copies of the forms and budget information for service and equipment. The forms are found on the Purchasing website. This does not include phones that are being upgraded.

6. Cell phone service is available through Gonzaga approved vendor only. Contact Purchasing for the current approved vendor. Service provider may change over time. Gonzaga may, at its discretion, move Gonzaga-provided cell phones from one provider to another as necessary.

7. Cell phone equipment must be supportable by Information Technology Services (ITS). Cell phones must be secured via the use of a password. Password complexity and other security requirements for cell phones may change over time. Contact ITS for current information on mobile phone security options.

8. Gonzaga data and information transmitted via mobile technology qualify as records of Gonzaga University, subject to all policies, including those relating to data security, date retention, and e-discovery. Employees should not expect privacy while using Gonzaga cell phones. Gonzaga may search cell phone records, text messages and other means of communication.
9. Users are responsible for protecting data on cell phones/mobile data devices. If a cell phone/mobile data device is lost or stolen, it is the employee’s responsibility to notify his/her department, University Purchasing, and ITS immediately. Phones that are reported lost or stolen will be wiped of all data. An employee may be required to compensate Gonzaga for lost or damaged phones if the employee has been found at fault in losing or damaging the device.

10. When an employee leaves Gonzaga University, it is the responsibility of the employee to return the phone and accessories to his/her department, and it is the supervisor’s responsibility to ensure that the phone and accessories are returned to Purchasing. The cell phone and associated phone number is the property of Gonzaga University.

11. An annual cell phone and tablet inventory list will be provided to each department. Each department is required to review and provide verification to Purchasing to ensure that the list is accurate and up to date. Each department should consult with their vice president to ensure that there is still a business need for the device. The department is also responsible to ensure that the employees using Gonzaga devices know and adhere to the Cell Phone Policy.

Related Policies, Documents & Forms

- Cell Phone Request and Approval Form
- Information Technology Use Policy