I. Policy

This policy is intended to establish the proper and acceptable use of cellular telephone/ready-link service privileges provided by the College of Charleston, and to guard against abuse of cellular telephone usage.

Users should have no expectation of privacy since cellular or mobile phone transmissions are subject to monitoring and recording by the general public. Therefore, confidential data or records of the College of Charleston should not be transmitted by cellular phones and/or ready-link devices.

It is the responsibility of the individual making calls on a College-provided cell phone and his/her supervisor monitoring cellular phone usage to be certain this service is used for College business only. Failure to adhere to this strict rule may result in the privilege of College-provided cellular/ready-link service being revoked.

The use of College cellular telephone services is limited to official business when a regular land-line telephone is unavailable. Official business is defined as calls that are associated with the duties and responsibilities of the job. Though voice and text messaging features are available, the Picture Pack feature will not be allowed.

In addition to official business calls, the College of Charleston will consider the following non-business telephone calls as being allowed within the policy:

a. Calls to notify the family, physician, etc, when an employee is injured or becomes ill while on the job (when a regular land-line phone is unavailable).

b. Calls to notify the family of a schedule change when an employee traveling on state government business is delayed due to official business or a transportation delay (when a regular land-line phone is unavailable).

c. An employee, traveling in the United States for more than one night on state government business, makes one brief call per day to his or her residence.

d. An employee is required to work overtime without advance notice and calls within the local commuting area (the area from which the employee regularly commutes) to advise his or her family of the change in schedule or to make alternate transportation or child care arrangements (when a regular land-line phone is unavailable).
II. Procedures

The College of Charleston has adopted the process described below for obtaining, utilizing, relinquishing and/or disposing of cellular/ready-link telephones.

a. Request and Authorization Form must be completed and signed by the Department Head, Dean, Vice President, or Senior Vice President.

b. User Verification and Agreement Form must be signed by the proposed user.

c. Forward completed and signed Request and Verification forms to Helpdesk in Administrative Computing and Telecommunications Services.

d. Arrangements will be made by Helpdesk for the College cellular/ready-link vendor to port the user’s existing College cellular phone number, if applicable, and to collect any existing cellular phones currently in service with another provider and replace those with the new vendor-provided set.

e. Or, in the case of new service, Helpdesk will have the College cellular/ready-link vendor contact the new user to furnish the necessary equipment and service required.

f. One central College of Charleston invoice will be sent to ACTS for payment processing with appropriate charges posted to the various department cellular telephone accounts. Call detail will be furnished to each user and his/her supervisor for verification. The supervisor or user must contact Helpdesk if there are calls or service reflected on the detailed billing that are incorrect or that are not related to College of Charleston business as outlined in this Policy.

g. To cancel College cellular service, the supervisor or user should contact Helpdesk, as well as turn in the College-owned equipment and accessories immediately.