



AN HONORS UNIVERSITY IN MARYLAND

**UMBC POLICY ON CELLULAR USE  
UMBC X-1.00.08**

**I. POLICY STATEMENT**

This policy on the UMBC cellular devices and services is intended to define the conditions under which cellular devices and services are provided to University of Maryland, Baltimore County employees to facilitate business.

**II. PURPOSE FOR POLICY**

This policy defines the use of cellular devices and services provided by the University to faculty and staff.

**III. APPLICABILITY AND IMPACT STATEMENT**

This policy addresses UMBC employees who are authorized for University provided and owned cellular devices, personal phones and the associated services.

**IV. CONTACTS**

Direct any general questions about this University Policy first to your department’s administrative office. If you have specific questions, call the Division of Information Technology, Office of Telecommunications:

<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>Email</b>
Policy Clarification	Director of Telecommunications	410-455-3783	

**V. UNIVERSITY POLICY**

UMBC will provide options for University owned and personally owned cellular devices to provide authorized employees with appropriate communications access. All departments, centers and divisions will review cellular device use on an annual basis in accordance with university cellular device procedures.

All data and records associated with University owned devices are subject to review and should not be considered private or protected personal information.

**VI. DEFINITIONS:** For the purposes of this policy, the following definitions apply

<b>Authorized Users or authorized employees</b>	UMBC employees who have been approved by their applicable Department Head.
<b>Cellular Device</b>	Included but not limited to any device that uses either analog or digital communications via cellular wireless vendors to provide voice and/or Internet services
<b>Cellular Service Plan</b>	Details the types and levels of services provided for an individual cellular plan. Examples include but are not limited to, number of prime time minutes, nationwide coverage, limited or unlimited text messaging, data or no data, and monthly costs.
<b>Department Guidelines</b>	Procedures approved within a department which identify the basis for determining (i) whether an employee is eligible for a cellular device and the type of cellular service to be provided and (ii) what calls from an employee's personal cellular device will be reimbursable based on the applicable business purpose.
<b>Responsible Administrator</b>	Vice President of Information Technology who is charged with the responsibility for creating, implementing, updating and enforcing University Policies as required in his/her area of administrative authority.
<b>Responsible Department or Office</b>	Office of Telecommunications within the Division of Information Technology. At the direction of the Responsible Administrator, this office develops and administers policies and procedures and assures the accuracy of its subject matter, its issuance, and timely updating.

**VII. APPROVAL AND PROCEDURES**

A. Pre-approval by the applicable Department Head is required prior to a university cellular device and service plan being established for an employee.

B. Procedures:

1. The university cellular device procedures associated with University cellular devices and services can be found at <http://my.umbc.edu/go/cellularprocedures>.
2. Departmental procedures/guidelines associated with University cellular devices and services are to be available within each University department.

**VIII. DOCUMENTATION:** See VII, B. above.

**IX. RESTRICTIONS AND EXCLUSIONS:** None

**X. RELATED ADMINISTRATIVE POLICIES AND PROCEDURES:** None

**Policy Number: UMBC X-1.00.08** (New number based on numbering requirement per UMBC Policy Website)

**Policy Section:** Information Technology

**Responsible Administrator:** Director of Telecommunications

**Responsible Office:** Office of Telecommunications in the Division of Information Technology

**Approved by President:** 6/29/11

**Originally Issued:** February 2004 (“UMBC Cellular Telephone Policy” Approved by President’s Council)

**Revision Date(s):** 06/29/11