

# Cell Phone Policy

**Purpose** The purpose of this policy is to explain when cell phones are available to staff members at BSU.

**Policy Statement** Cell phones are available to staff in support of their job responsibilities. In consideration of staff carrying cell phones to conduct the university's business, non-business calls are allowed within the bundled minutes of the plan.

**Applies to** Bridgewater State University staff

**Responsibilities**

- Cell phones are to be used to support the day-to-day operation of the university, emergencies, after hour's coverage, special events, and travel.
- Different cellular packages are available depending on rank and responsibilities and are available through the Telecommunications Office.
- Any calls over the bundled plan will require reimbursement back into the cost center.
- Employee and director also agree to review monthly reports for accuracy and report any discrepancies to Telecommunications.
- Directors will authorize monthly billing for department issued phones out of the department's account.

Title: Cell Phone Policy  
Approved By: Pat Cronin, Chief Information Officer  
Approval Date: January 2001  
Date of Last Revision: February 23, 2011  
Policy Category: Information Technology Division