Cellular Communications Equipment Policy - UTDBP3008

Purpose

To provide guidance regarding the acquisition and use of cellular communications equipment and associated services for University business use.

Effective Date

September 25, 2019

Policy

As of the above Effective Date, the University of Texas at Dallas has discontinued the practice of providing a cellular communications allowance or device reimbursement to individuals. Similarly, the University does not provide cellular communications equipment to individuals for routine use. In unusual situations where there is a legitimate business or research need that exceeds routine use, departments may opt to purchase cellular communications equipment and an associated service plan. These purchases must be coordinated through the Office of Information Technology (OIT) and are subject to the rules outlined in this policy.

Definitions

Cellular Communications Equipment: cellular telephones, laptops or tablets with mobile data plans, mobile hotspots, and any supporting equipment such as peripherals, chargers, and cases.

University-owned Devices

The University does not provide cellular communications equipment or service plans for an individual’s routine use. Departments who choose to purchase cellular communications equipment must be able to demonstrate a legitimate business or research need, beyond routine use. For example, mobile devices used to conduct telephony research are acceptable. This and any other unusual circumstances must be pre-approved by the user's department. Providing an individual with a mobile device to facilitate contacting the individual when travelling would not be acceptable.

When a department purchases cellular communications equipment, the devices are University property and must be used solely for University purposes. Under IRS regulations, personal use of a University-owned device may be considered a taxable benefit to the employee. Employees must retain records related to the business use of the device. Employees with University-owned equipment may request copies of their service plan records as needed from the Office of Information Technology.

Employees with University-owned devices are responsible for the following:

- Ensuring that the device is used for University business only.
• Maintaining records as evidence of the sole business use of the device.
• Ensuring that the device is returned to the University when it is no longer needed or employment in a role requiring the device ends.

Related Policies
UTDBP3096: Information Security and Acceptable Use establishes security requirements and privacy expectations for University-owned mobile devices.

Policy History
• Issued: 2008-08-20
• Revised: 2020-03-03

Policy Links
• Permalink for this policy: https://policy.utdallas.edu/utdbp3008
• Link to PDF version: https://policy.utdallas.edu/utdbp3008/makepdf
• Link to printable version: https://policy.utdallas.edu/utdbp3008/makeprint