

Big Bend Community Based Care Policy & Procedure

Series:	900: Data Collection, Records and Reporting	
Policy Name:	Acceptable Laptop/Portable Device Use	
Policy Number:	913	
Origination Date:	03/09/2009	Revised: Board Meeting of 12/13/2018
Regulation:	CFOP 50-4	

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to maintain the acceptable use of laptop computers and other portable devices in order to assure network security.

Procedure

A. [Generally.]

1. Proper care and use of each device is the responsibility of the assigned user.
 - a. The user is responsible for maintaining control of the device by any and all means possible.
 - b. Under no circumstances is it acceptable for any other person than the assigned user to have access to the device or the information it may contain.
2. All BBCBC assigned Cell phone and mobile devices must be passcode/password protected, to prevent unauthorized access. Users are responsible for maintaining control of the assigned mobile device.
3. Use of the device for other than work related activities is unacceptable.
4. Transfer of any data will be through the network only.
 - a. Jump drives, memory cards or any other form of storage media are unacceptable unless prior written approval is obtained from the IT Coordinator.

B. Cell Phone Stipend Policy. This policy applies to all faculty, staff, and administrators who, as a part of their official BBCBC employment, have a constant and recurring need for using a wireless communications device. The wireless communication stipend is intended to reimburse the employee for the business use of the device. The stipend is not intended to fund the cost of the device nor pay for the entire monthly bill. The assumption is that most employees also use their wireless communication devices for personal calls. This Stipend does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades, bonuses, benefits based on a percentage of salary, etc. The Stipend will be paid as a flat rate per month.

As a Stipend, BBCBC will pay only the agreed upon amount, even if monthly costs exceed that amount. Because the mobile device is owned, the employee may use the phone for both business and personal purposes, as needed. The employee may, at his or her own expense, add extra services or equipment features, as desired. If there are problems with service, the staff member is expected to work directly with the carrier for resolution. Support from BBCBC Information Technology is limited to documentation

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provided for connecting a personally-owned mobile device to BBCBC networks, including email, calendar, and contacts. BBCBC does not accept any liability for claims, charges or disputes between the service provider and the employee. Use of the mobile device in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the Stipend.

C. Responsibilities of Employees Receiving Stipend. When a wireless communication stipend has been approved and provided to an employee for the conduct of official business, the employee must comply with the following:

1. The employee will provide the phone number to their supervisor or department head/chair within five days of activation and will be available for calls (in possession of the wireless communication device and have it turned on).
2. In most cases, the employee may select any wireless carrier whose service meets the requirements of the job responsibilities as determined by the supervisor. The employee should contact their carrier to determine requirements if problems arise or circumstances exist that require a specific carrier/technology be used.
3. The employee must inform their supervisor immediately when the eligibility criteria are no longer met or within **five (5) working days** if the wireless service has been cancelled.
4. The employee is responsible for all charges on his/her personal wireless plan, including early termination fees. If the employee leaves the position, he/she continues to be responsible for the contractual obligations of his/her wireless plan.
5. The employee is personally responsible for complying with international, federal, state, and municipal laws regarding the use of wireless phones and other communication devices while driving. Under no circumstances will Mansfield University be liable for non-compliance.
6. The employee should use discretion in relaying confidential business related information over any wireless devices since wireless transmissions are not secure.
7. The employee does not need to maintain a log for business and personal phone calls if receiving a wireless stipend.