

**3356-4-12 Cellular equipment usage.**

Previous Policy Number: 4011.01  
Responsible Division/Office: Technology Division  
Responsible Officer: VP for Finance and Administration  
Revision History: January 2005; June 2011  
Board Committee: Finance and Facilities  
**Effective Date: June 17, 2011**  
Next Review: 2015

- (A) Policy statement. Youngstown state university (“YSU”) provides cellular capable equipment to employees who, by the nature of their work, are approved to use cellular phones and other devices to conduct university business. Technical support will only be provided for designated university-issued cellular equipment.
- (B) Purpose. This policy establishes guidelines to satisfy the need for university-owned cellular capable equipment. The provisions of this policy apply to all employees of YSU, including those who acquire cellular equipment and services through grants or contracts. This policy also allows the university to meet internal revenue services (“IRS”) regulations and its fiduciary responsibility to the taxpayers of the state of Ohio.
- (C) Procedures.
  - (1) The university shall leverage strategic sourcing opportunities by maintaining a single carrier cellular solution in the delivery of its university-issued cellular equipment and services. University-issued cellular equipment shall be limited to standard offerings: a standard voice phone, a standard smartphone, and a standard cellular mobile data accessory (i.e., USB modem). The current standard offering in each category shall be based on the availability of current commercial models and all standard offerings will be provided technical support through YSU tech desk.
  - (2) Cellular equipment not conforming to the standard offerings, university-owned or otherwise, does not qualify for technical support for device operation or connectivity to university systems.

- (3) Requests for a cellular-capable device may be made any time during the fiscal year.
- (a) Standard university-issued cellular capable devices must be procured centrally through the network telecommunications office. Additional accessories for university-issued equipment should be procured locally through the originating department.
  - (b) University-issued cellular equipment and services may be used for incidental personal cellular purposes as defined by IRS tax law and in accordance with rule 3356-4-09 of the Administrative Code. Employees must reimburse the university for any liability incurred through the personal use of the issued cellular equipment. Amounts, if any, to be reported on an employee's W-2 form for non-incidental personal use will comply with IRS guidelines.
  - (c) University-issued cellular equipment and services shall be billed to the assigned department through a monthly chargeback process. The financial manager of the assigned budget must approve the initial requests for university-issued cellular equipment and/or services and for changes in equipment and/or services.
  - (d) Use of the cellular devices in any manner contrary to local, state, or federal laws will constitute misuse and may result in the loss of use of university cellular equipment and/or other actions according to rule 3356-4-09 of the Administrative Code.
  - (e) Use of the university-issued cellular equipment must comply with rule 3356-4-13 of the Administrative Code with regard to the transmission and storage of sensitive information on the cellular equipment.
  - (f) Note that university-issued cellular devices are owned by the university. Business-related activity on a cellular-capable device is subject to public records and other applicable laws, regulations, policies, and procedures.

Employees should refrain from the use of university-provided cellular equipment while driving.