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Mobile Voice and Data Policy

Last Modified	March 2019
Review Date	April 2021
Approval Authority	Executive Director, Learning Resources
Contact Officer	Chief Information Officer – Information and Technology Services (ITS)

Introduction

This document defines the policy relating to the use of voice and mobile data with the respect to the purchase and use of mobile devices.

Definitions

Campus – includes all University property, including vehicles, field stations, Regional Campuses and Centres and applies to all activities under the general control of the University.

Mobile Device − a mobile phone, smart phone (internet capable mobile phone), tablet (e.g. iPad), data card and/or mobile broadband device purchased either partly or fully with University funds

Mobile Voice and Data – is the ability to consume mobile voice and data irrespective of the device or technology

Mobile Device Security − a function that locks the user screen by a pin code, password, biometric or other security measure

Staff or staff member – person/s engaged for paid employment with the University by way of an employment agreement.

Policy Statement

The University supports the development of a mobile workplace for its staff.

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This policy applies to all mobile devices that use the University mobile voice and data plans, whether purchased from operational budgets, research accounts, or through the University's supplier agreement. All those issued with a mobile device are “users” of that device.

Requesting and Returning a Mobile Device

1. Requests to have your own personal mobile number used for University business cannot be accommodated.

2. Mobile devices requiring voice and data capability can be requested by any staff member to undertake University business.

3. All University purchased Mobile Devices remain the property of the University of Canterbury.

4. Approval to be issued with a mobile device must be given by a member of the Senior Management Team (SMT) or their delegate.

5. Mobile Device numbers will be published in University directories unless there are specific security/privacy reasons why they should not be. Exceptions will be approved by the Head of Department/School or unit manager.

6. When a user no longer requires a mobile device, or they are no longer eligible for a University funded mobile device, the device must be returned to IT Services for reassignment or termination of the service.

7. Where a user wishes to retain a mobile phone number, when leaving the University, this can be transferred to the user, subject to approval from their line manager and there being no cost to the University.

8. Replacement of a Mobile Device due to loss or damage is not covered by University insurance. Replacement of a damaged or lost Mobile Device is the responsibility of the department/school or unit.

Terms of Use

1. The University's voice and data facilities are provided primarily for business related purposes and are to be used in a responsible manner and must not be used in any way that would be in contradiction to relevant legislation or the terms of use as set out in this policy, including the *Harmful Digital Communications Act 2015 (New Zealand Legislation)* and others (see the ***Related Documents and Information*** section for more legislation).

2. Using mobile devices and data plans in contradiction of this policy and legislation may result in criminal prosecution and disciplinary measures being taken by the University, or both.

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3. Personal use of mobile devices must be kept to a minimum at all times. Users may be required to reimburse the University for excessive personal usage costs as indicated in the *Sensitive Expenditure Policy (PDF, 409KB) (Staff Only).*

4. Mobile Device purchases including voice and data contracts must be made in accordance with the University's preferred purchasing and procurement programs. *Procurement Services (Financial Services Intranet) (Staff only).* Exceptions are to be identified for approval by the Executive Director of Financial Services/Chief Financial Officer ("CFO").

5. The Mobile Device security must be enabled by the user to secure the device and data stored on the device, as a minimum requirement.

6. Mobile Devices with wireless capability must be set up to use the University campus wireless network when within range rather than the cellular network.

7. Reasonable care must be taken to prevent accidental damage, loss or theft of mobile devices. Theft, loss or damage to a mobile device must be reported promptly to IT Services. At the discretion of IT Services, users may be required to meet the cost of replacing lost or damaged mobile devices.

8. IT Services must be notified of any change of ownership of a Mobile Device.

9. Charging of Voice and or Data costs to Purchasing Cards (P-cards) is not permitted. See the *Purchasing Card (P-Card) Policy (PDF, 382KB)* for further information

10. When off-campus or travelling it is recommended to follow the guidelines outlined in the *Mobile Device Usage Guidelines for UC Staff Who Travel (University Information and Communication Technology Services intranet webpages) (Staff only).*

Procurement, Cost Distribution and Disposal

1. The University has negotiated a preferred supplier arrangement with one mobile telecommunications provider with whom a corporate mobile plan has been leveraged on the total University telecommunications spend; no mobile plans may be arranged outside the University's preferred supplier arrangement.

2. Procurement of any Mobile Device or Mobile Voice and Data plan must be purchased in accordance with the University's preferred purchasing agreements as specified through the *Procurement Services (Financial Services Intranet) (Staff only).*

3. A range of recommended Mobile Devices, that have been tested to function on the University network, can be obtained via the Self-service Portal, under IT Services. ITS Skype for Business and Mobile Phone Services (Self-Service Portal, IT Services).
4. The University, through Learning Resources, will pay the Voice and Data provider directly and then 'on-charge' the relevant College or unit through their chosen ledger account by way of a monthly UC Finance journal entry. Detailed monthly usage reports

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will be sent by Learning Resources to the user and, if required, to the appropriate administrator.

5. All Mobile Devices are to be disposed via the IT Recycling Service.

Related Documents and Information

Legislation

- Copyright Act 1994 (New Zealand Legislation website)
- Films, Videos, and Publications Classification Act 1993 (New Zealand Legislation website)
- Harmful Digital Communications Act 2015 (New Zealand Legislation website)
- Human Rights Act 1993 (New Zealand Legislation website)
- Privacy Act 1993 (New Zealand Legislation website)

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- IT Policy Framework (PDF, 212KB)
- Internet Usage Policy (PDF, 222KB)
- Privacy Policy (PDF, 613KB)
- Purchasing Card (P-card) Policy (PDF, 382KB)
- Procurement Policy (PDF 194KB)
- Sensitive Expenditure Policy (PDF, 409KB) (Staff Only)
- Staff Code of Conduct (PDF, 289KB)
- Social Media Policy (PDF, 309KB)
- Travel Policy (PDF, 414KB)

UC Websites and Intranet

- ITS Mobile Voice and Phone Service Requests (Self-Service Portal, IT Services)
- Mobile Device Usage Guidelines for UC Staff Who Travel (University Information and Communication Technology Services intranet webpages) (Staff only)
- Procurement Services (University Purchasing intranet) (Staff only)

Document History and Version Control Table			
Version	**Action**	**Approval Authority**	**Action Date**
For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz			
1.00	Conversion onto new template and document pushed out. Hyperlinks updated.	Policy Unit	Aug 2013
1.01	C/O changed from Campus Services	Policy Unit	Feb 2014

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	Manager to Chief Information Officer.		
1.02	Document review date pushed out.	Policy Unit	Mar 2014
1.03	Hyperlinks updated.	Policy Unit	Aug 2014
1.04	Review date pushed out.	Policy Unit	Sep 2014
1.05	Review date moved to coordinate with wider IT policy review programme.	Policy Unit	Jan 2015
1.06	'Substantial rewrite' caveat added to Introduction to reflect wider changes in ITS policies.	Policy Unit	Jun 2016
2.00	Scheduled review by CO, 'Substantial rewrite' to reflect changes in ITS practices and UC policies, change of name from Mobile Device Policy	Executive Director, Learning Resources	Dec 2017
2.01	Updated hyperlink mobile device usage guidelines for staff who travel	Policy Unit	July 2018
3.00	Scheduled review by Contact Officer, minor changes, hyperlinks updated.	Policy Unit	March 2019

This policy remains in force until it is updated

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