

DRAFT MOBILE TELEPHONE POLICY

1. POLICY

1.1. It is University policy to:

Provide a mobile telephone and carrier connection to authorised staff

or . .

Reimburse staff for the University call costs of a salary packaged or privately operated mobile telephone if specifically authorized by the Head of Budget Division (or nominated delegate) to do so. In such a case the Telephone is owned and operated by the individual.

1.2. The Conditions of Purchase, Conditions of Use, Responsibilities and Procedures contained in this policy must be adhered to for all staff authorized to use a University owned mobile telephone.

1.3. Staff are requested to consider how to reduce the cost of making University telephone calls, and to limit the calls made from mobile telephones to those which are urgent.

2. CONDITIONS OF PURCHASE

2.1. Any University purchased Mobile Telephone remains the property of the University at all times. All invoices relating to use of University owned telephones are and remain the property of the University.

2.2. All University mobile telephone purchases must be authorised by the Head of Budget Division (or their nominee.)

2.3. All new University owned mobile telephones must be purchased through a single department as specified by the Information Strategy Advisory Committee.

2.4. Only University staff may be approved to use a University mobile telephone and all invoices associated with its use must be sent directly to a University address for processing.

2.5. The user of a University mobile telephone is required to sign a declaration that they understand and agree to the Conditions of Use, Responsibilities and Procedures as defined in this policy.

2.6. Mobile telephones available for purchase are limited to those in a specific feature range. The approved feature inclusion and exclusion list is determined and revised through the Information Strategy and Advisory Committee.

2.7. All University mobile telephones must be connected to an approved carrier and charge plan.

2.8. Any exceptions to the Conditions of Purchase and/or Conditions of Use must be approved by the approved officer of the University. The Information Strategy and Advisory Committee appoints the officer to handle such matters.

3. CONDITIONS OF USE

3.1. Any theft or loss must be reported immediately by the employee allocated the mobile telephone to the associated carrier with a request to block all new calls made. The theft or loss must also be reported to the relevant Head of Budget Division (or their nominee) as soon as practicable.

3.2. The University reserves the right to recover the cost associated with any Private Use (see Definitions) of a University mobile telephone.

3.3. Staff must return all University mobile telephones on the cessation of their employment with the University to their Head of Budget Division (or their nominee.)

3.4. Private Use calls made and any associated tax (such as the Goods and Services Tax) are the responsibility of the staff member assigned the mobile telephone.

3.5. Staff must sign and date each mobile telephone invoice to be paid, and must explicitly note any Personal Use cost.

3.6. Staff are responsible for all calls made by a thief of the mobile telephone until the theft is reported to the carrier.

3.7. University mobile telephones **may not** be used for:

3.7.1. Unlawful activities;

3.7.2. Commercial purposes not under the auspices of the university;

3.7.3. Personal financial gain

3.8. Violations of this policy may result in restriction of access to University mobile telephone and/or disciplinary action under other University policies.

4. RESPONSIBILITIES

4.1. All managers are responsible for ensuring that their staff are aware of this policy.

4.2. Staff allocated a mobile telephone (for any period) are responsible for its proper use, care and security.

4.3. It is the responsibility of the Head of Budget Division (or their nominee) to check that mobile telephone assets and any associated costs are being managed in accordance with this policy.

4.4. It is the responsibility of the employee allocated a mobile telephone to check the related invoices and ensure the University is reimbursed for any Private Use, before requesting the department to authorize payment.

4.5. Researchers need to check their research grant conditions if the purchase is being considered to support a research grant activity.

5. PROCEDURES

5.1. Use of the following services need to be specifically authorized by the Head of Budget Division or their nominee:

- 1300, 1900, 1930 information services
- WAP services
- GSM data services
- GPRS data services
- International roaming

5.2. Individual department need not separately notify the Risk Management Office of mobile telephones to be used away from a University campus, as this is handled via the central department at the time of purchase (see point 2.3) via the procurement process.

5.3. Departments are responsible to approve and notify the central department of transfers in allocation of telephones.

5.4. Mobile telephones may not be the first choice of communication while overseas or interstate.

Options, in ascending order of costs, are:

- 5.4.1. Telecard or other pre-arranged calling card
- 5.4.2. Mobile telephone (International Roaming)
- 5.4.3. Calls via a Hotel's switchboard

5.5. Members of staff allocated a mobile telephone before August 2002 are encouraged to register centrally, so that information on options and use can be provided.

6. DEFINITIONS

6.1. Private Use: Any non-University related calls.