

FAYETTEVILLE STATE UNIVERSITY

MOBILE COMMUNICATION DEVICES

Authority:	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.		
Category:	Information Technology		
Applies to:	●Administrators	●Faculty	●Staff
History:	Revised – October 1, 2024 Approved – September 16, 2009 First Issued – September 17, 2009		
Related Policies:	Internal Business Controls for Telephone and Mobile Devices [Office of State Budget and Management, Budget Manual, Policy No. 6.3]		
Contact for Info:	Vice Chancellor for Information Technology and Chief Information Officer   (910) 672-1200		

I. PURPOSE

It is commonly accepted that nearly all Fayetteville State University (University) employees have personally owned mobile communications devices and plans, and that employees use these devices for both personal and professional needs. This policy (Policy) lays out the criteria by which a University employee may be considered a qualified employee for purposes of receiving a monthly stipend toward the costs of their mobile communications plan. Only qualified employees, as outlined in this Policy, may be considered eligible for a monthly stipend through the University payroll process. The monthly stipend is to be used to offset (but not completely cover) associated costs of a mobile communications-related plan as it relates to the employee’s role at the University.

II. DEFINITIONS

A. Qualified Employees

Qualified Employees shall be defined as an employee in a position where their job functions require them to be on call or available 24 hours a day, 7 days a week and 365 days a year in order to support critical services. Generally, only employees in positions where the position description indicates that the use of a personal cell phone is required as part of the job are eligible.

## **B. Mobile Communications Devices**

Mobile Communications Devices are defined as cellular telephones; smart phones; iPads, personal digital assistants (PDAs) and other tablet type devices that require a subscription service for data (note that this Policy does not prohibit use of University funds to purchase tablets or iPads used for University purposes so long as a data subscription is not required).

## **C. Mobile Communications Plans**

Mobile communications plans are defined as any voice, text, or data plan that would be accompanied with any physical Mobile Communications Devices.

# **III. ROLES AND RESPONSIBILITIES**

It is the responsibility of the employee's supervisor to recommend employee eligibility for a monthly stipend and to fund the stipend from the sponsoring unit's operating budget. The budget directors (Vice Chancellor, Athletic Director) has final approval on all such requests.

# **IV. STIPENDS**

Mobile device allowances provided to Qualified Employees are paid through the University's payroll system. The University will not reimburse or provide an allowance for the physical Mobile Communications Device that the employee choose to purchase. The University does not generally place restrictions on the service provider or service plan that a Qualified Employee chooses (unless such restrictions are imposed by a relevant grant, contract, or government restriction).

# **V. COMMUNICATION DEVICES**

Mobile Communications Devices are the property of the employee; thus, it is the employee's responsibility for any loss, theft, or damage. Additionally, the mobile communications contract that an employee enters into with a service provider is the responsibility of the employee, regardless of whether or not they are receiving a stipend from the University. The employee is responsible for complying with all contract terms, including payment to the service provider.

Personal Mobile Communications Devices that are used to access University data must fully comply with University [Policy 308](#) (Information Classification and Handling) including requirements on password protection, encryption, travel, and destruction of data.

University faculty, staff, and students of Fayetteville State University must not view pornography (as it is defined in G.S. § 143-805) on a device owned, leased, maintained, or otherwise controlled by Fayetteville State University. Employees also must not view pornography on a network supported by the Fayetteville State University.

# **VI. EXCEPTIONS**

The University may purchase a Mobile Communications Device and accompanying plan for emergency personnel, such as the Chief of Police. The University will own the Mobile Communications Device and would pay for the associated plan. The Mobile Communications Device could not be used for personal use and thus it is expected that the employee will also have a personal phone to use for personal purposes.

Mobile communications devices or plans may not be paid by a University P-Card. Expenses associated with any mobile communications and device charges should be paid utilizing the University requisition process and will not be paid by the Chrome River expense report or through Bank of America WORKS to pay.

Any employee receiving a Mobile Communications Device purchased by the University will be required to acknowledge receipt of the mobile communication device and agree to abide by this and other University related policies.

**ATTACHMENT A**

**ACKNOWLEDGEMENT OF RECEIPT  
OF A UNIVERSITY-OWNED MOBILE TELEPHONE**

I acknowledge that I have read, understood and received a copy of the Fayetteville State University's (FSU) policy on mobile phone usage. I understand that in accepting a mobile phone that I agree to abide by this and any other FSU policy related to mobile telephones

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Employee's Signature

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Date

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Printed Name

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Chancellor's (or designee) or  
Vice-Chancellor's Signature

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Date