



Policy Number 5.3.3

Chapter: Finances

Title: Wireless Devices

Division/Department: Finance/Information Technology

Policy Administrator: Director of Information Technology

Adoption Date: 10/16/2007

Revision Dates:

1. PURPOSE

Wireless Devices are provided by the Auraria Higher Education Center as a tool for completing essential duties of an employee's position, with an added goal to increase productivity and allow flexibility to the campus community. Wireless Devices, if used inappropriately, have the potential to be abused for personal gain. The Auraria Higher Education Center provides wireless telephone and data services to its employees in an efficient, cost-effective and ethical manner.

2. DEFINITIONS

- 2.1. Auraria Higher Education Center or "AHEC": The higher education complex established in Title 23, Article 70, of the Colorado Revised Statutes (C.R.S.) and located in the City and County of Denver.
- 2.2. Wireless Device: A cellular telephone, tablet, computer or other device owned by AHEC and provided to an employee to enable the employee to communicate, send or receive data, and perform other tasks remotely.

3. POLICY

- 3.1. AHEC-provided Wireless Devices may be assigned to AHEC employees provided that there is a legitimate business need for the employee to have access to AHEC's digital networks and platforms outside of the wired office or to be available by voice, text or email communications apart from the use of a hard-wired computer.
- 3.2. Mere convenience of the employee is not a sufficient criterion for Wireless Device business need. It is the responsibility of the division chief or department

head to make a determination whether an AHEC-provided wireless device is warranted in the best interests of AHEC.

- 3.3. Many employees are required to carry their Wireless Device while away from the campus and outside of normal work hours, so that they are accessible in the case of an emergency. Given the necessity, some personal use of their device is permissible. Such personal use must comply with AHEC's policies on acceptable use of digital resources and use of state property.
- 3.4. An employee who uses their Wireless Device for personal use shall be responsible for paying any charges in excess of wireless plan allowances, unless they demonstrate that the excess usage was for *bona fide* work-related purposes.
- 3.5. AHEC will contract (using a state price agreement, if available and advantageous) for usage plans, devices, and features that will serve the needs of most employees. The purchase of necessary accessories (chargers, headsets, batteries, etc.) shall be the responsibility of each division. The relationship between AHEC and wireless service providers will be managed by Information Technology staff.
- 3.6. A Wireless Device is the property of AHEC and may be removed from the employee's use at any time at the discretion of the department head, division chief or Information Technology Director. Department heads must periodically review the assignment of Wireless Devices to assure that the business case is established.
- 3.7. An employee who chooses to use a personally owned cell phone or other device for AHEC work purposes may do so at their own expense. AHEC does not reimburse employees for costs associated with use of personal devices. Additionally, AHEC reserves the right (at its own discretion) to wipe/erase all data from any personal device that has an AHEC email account configured on it.

4. APPROVAL AND ADOPTION

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: _____

Approved by: _____

Chairperson of the Auraria Board