MOBILE DEVICE POLICY

Policy Id:
IT.001 – Mobile Device Policy

Contact:
Joseph Laub, Chief Information Officer
(212) 484-1108,
jlaub@jjay.cuny.edu

Last Modified:
May 16, 2016
Policy or Procedure Description:

Policy IT.001 establishes usage procedures for John Jay employees who have mobile devices.

Use of Assigned John Jay College Mobile Devices for Business and Non-Business Calls

John Jay College of Criminal Justice assigns mobile devices to individuals that have been identified as employees with responsibilities that may require them to be away from their assigned workplace or where access to them is essential beyond their normal working business hours. The cost incurred for non-business related calls made on a college cell phone is the responsibility of the person assigned to that device.

In order for the college to recover costs for non-business use of mobile devices, please select one of the two following options:

Option 1 – Flat Monthly Rate for Business/Personal Use:
(Fee)
THIS OPTION IS AVAILABLE FOR EMPLOYEES WHO USE THEIR COLLEGE ISSUED MOBILE DEVICE FOR BUSINESS AND PERSONAL USE.

- Those who select this option will pay a flat rate of $180 annually for unlimited domestic calling, email, text-messaging and web access.
- (billing period is July 1 – June 30).
- You are responsible for keeping track of your payments.

Option 2 – Business Use Only:
(No Fee)
THIS OPTION IS FOR THOSE WHO SELECT TO USE THEIR JOHN JAY COLLEGE ISSUED MOBILE DEVICE FOR BUSINESS PURPOSES ONLY.

- Those who select this option will have limited domestic calling, email, text-messaging and web access for business use only.
- If you decide to make personal calls, it is your responsibility to contact DoIT, change your option selection and make the appropriate payment.
- Random internal audits may be conducted at any time and you will be responsible for justifying any or all calls.
- Please refer to the “Notes” section of this document regarding external audits.

Terms of Payment:
Receipts will be sent within 2 weeks of receiving payment via e-mail. Failure to pay will result in personal services being terminated and a notification sent to your supervisor.

Please select an option, complete the attached form and return it to Lou Perillo or Sherry Gibson in DoIT. All checks should be made out to “John Jay College”.
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<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Cell Phone #:</th>
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**OPTION**

<table>
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**Signature of participant:**

**Signature of Director/Supervisor:**

**DISCLAIMER:** You are responsible for keeping your device safe, secure and in good operating condition. Abuse and loss of the device will result in a cost to replace the mobile device which will be charged to you.  

*The cost of a lost phone will vary.* If you lose the device you must report it immediately to the DoIT HelpDesk at 212-237-8200 so we can have the device disabled.

If you have any questions, please contact:

- Lou Perillo 8212 or email at lperillo@jjay.cuny.edu
- Ardijana Ivezic 1106 or email at aivezic@jjay.cuny.edu
- Sherry Gibson 8643 or email at sgibson@jjay.cuny.edu
NOTES

**Required Business Exceptions:**
If third party applications and/or international/long distance calling is needed for business purposes you must have a memo from your VP/Department head sent to the Department of Information Technology with its justification and the department budget code included. Your department will be charged for this adjustment.

**IMPORTANT NOTES:**

- **DATA PLAN**
  The Data Plan the college has selected gives you 1 GB of high speed data. If you exceed that allowance you will notice significant slower downloading speeds. Unlimited talk and text is included.
- **CONNECT to the COLLEGE WIRELESS NETWORK or a PUBLIC HOT SPOT when POSSIBLE**
  It is important to connect your mobile device to the college’s WI-FI network. Search for the “John Jay Faculty and Staff” network. You should also connect to your home wireless network (if you have one) or when traveling, to a Hot Spot, where available. This will keep your data costs to a minimum and will allow you to connect at faster speeds.
- **STREAMING VIDEOS**
  **DO NOT STREAM VIDEOS unless you are connected to a wireless network or HOT SPOT.** Do not use your 3G/4G/LTE cellular data because this will use up the 1GB of high speed data quickly.
- **INTEGRITY**
  To maintain the integrity of the process that is put in place and to ensure quality assurance, all bills are subject to internal/external audits.
- **ISSUES and PROBLEMS**
  Any issues involving your mobile device should be reported to the DoIT HelpDesk at 212-237-8200. Problems related to faulty hardware or software that is covered under warranty will be addressed by our mobile device support team. The scope of work will need to be determined and performed. If the device is under warranty and it is related to a hardware or OS defect it will be replaced at no cost to you.
- **DATA and PERSONAL INFORMATION**
  Please NOTE that loss of personal data, apps, photos, e-mail accounts, settings, etc. is possible when restoring the device to working condition.

**Definitions:**

- **Personal Use** – Are private incidental non-business calls.
- **Text messaging** - This feature is active on your mobile device.
- **Third Party Apps** - Third party apps, such as ring tones, GPS, etc. are not part of any of the options offered by the college and may incur a cost to you. You will be responsible for any costs incurred for third party apps downloaded.
- **411/Operator Assistance** - These and other service calls are not part of any of the options offered by the college and are not allowed. You will be responsible for the charges.
- **International Calls/Texting** – Contact us for available services and cost.

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