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COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

## **University-Provided Wireless Communications Devices Usage Policy**

### **Policy Number: PRP 5366**

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised 6/20/24 by the IT Subcommittee

Responsible Office: University Office of Technology

### **1. Purpose**

The University seeks to achieve maximum productivity and cost-effectiveness when employing cell phone service and other wireless communications device technology for work matters, to comply with IRS rules and regulations governing the taxability of these devices, and to effectively manage the business use of such devices.

### **2. Scope**

This policy applies to all faculty, staff, and administrators who, as part of their official University employment, are assigned a university-owned wireless communication device for use during their assigned work schedule only.

### **3. Definitions, Roles and Responsibilities**

#### **3.1. Definitions**

**3.1.1 Wireless Communications Device:** A device that transmits and receives voice, data, and/or text without being physically connected to university network. This definition includes, but is not limited to, such devices as cellular telephones, pagers, wireless internet services, wireless data devices, and cellular telephone/two-way devices. This policy does not include radio devices that interface with a defined non-public radio frequency such as the 800 MHz Statewide Radio System.

#### **3.2. Roles and Responsibilities**

**3.2.1.** The Office of Information Technology is responsible for the oversight of university-owned wireless communication devices.



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## **4. Policy**

- 4.1. There are some circumstances where a departmentally assigned cellular phone or other wireless communications device is deemed appropriate. In these instances, the University will provide the wireless communication device equipment and service. Personal use of such equipment and service is prohibited.
- 4.2. The employee must maintain a record of the business purpose of each business-related call or activity, specifically the amount of the expense, date and time of occurrence, and business purpose.
- 4.3. The supervisor, as part of their review process, shall randomly audit the employee's call logs to confirm that personal calls and activities were not made.

## **5. Procedures, Standards, and Guidelines**

- 5.1. The Office of Information Technology is responsible for the oversight of the Wireless Communication policy in conjunction with the Information Technology Sub-committee. Information regarding stipend procedures for wireless communications devices will be posted on the University Office of Technology's website.

## **6. Compliance and Enforcement**

- 6.1. Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 6.2. All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

## **7. Additional Information**

- 7.1. **Supporting Documents**
- 7.2. N/A
- 7.3. **History**



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- 7.4. [Originally Issued by Dr. Richard H. Rugen, FP for Administration and Finance May 1, 2009]
- 7.5. 5/1/2009
- 7.6. Revised - 6/20/24 by the IT Subcommittee
- 7.7. Next Review Date - 6/20/29
- 7.8. **Related Policies**
- 7.9. N/A
- 7.10. **Contacts for Additional Information and Reporting**  
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