

Mobile Phone Use Policy

Section 1 - Purpose

(1) As approved by the Vice-Chancellor on 29 May 1995.

(2) This Policy provides details in relation to the purchase, use and charging of Mobile Telephones used by staff within Charles Sturt University (the University).

Section 2 - Glossary

(3) For the purpose of this Policy:

- a. Mobile telephone - Digital Cellular Mobile phone service.
- b. Unrestricted access - Call access allowing the user to initiate calls locally, nationally and internationally and to receive calls.
- c. Restricted access - Call access allowing the user to initiate calls to a restricted set of numbers (generally no more than 10) and to receive calls.
- d. Primary Budget Centre Manager - As defined in clause 2c of the Delegations and Authorisations Policy:
 - i. typically Executive Deans, Executive Directors, Pro Vice-Chancellors, Deputy Vice-Chancellors, Vice-Chancellor.

Section 3 - Policy

Purchasing

(4) Mobile phones shall be designated to be of one of two categories:

- a. Category A - Mobile phones with unrestricted access;
 - i. purchase of telephones for this category are subject to approval by the Vice-Chancellor who would normally approve applications from all Primary Cost Centre Managers.
- b. Category B - Mobile phones with restricted access;
 - i. purchase of telephones for this category are subject to approval by Primary Budget Centre Managers. Telephones purchased to this category must be delivered to the Division of Information Technology for programming and set up.

(5) Mobile phones must be purchased outright and not be part of any vendor plan that locks the University into an agreement with the service provider for a set period with fixed call charges or rentals.

(6) Only Ericsson digital mobile digital phones are to be purchased to allow for standardisation in operation, set up and configuration across the University.

Section 4 - Procedures

Purchasing Procedure

- (7) Decide on which Category mobile telephone is required.
- (8) Obtain permission from relevant authority.
- (9) Contact Network Services Manager for purchasing advice.
- (10) Decide on appropriate mobile phone and supplier.
- (11) Raise requisition and include approval.
- (12) Obtain mobile phone and deliver to Network services staff on your campus for programming and cost code set up.

Service Connections

- (13) Currently the University has an agreement with Telstra that provides substantial discounts for rental and call charges. Accordingly, all mobile phones must be connected to Telstra under NSW State Government Plan.
- (14) Once purchased, billing will be consolidated onto the University's Mobile phone account (Telstra account number 311 460 1218) and placed on NSW State Government Flexi Plan Rate.

Billing

- (15) The University receives a consolidated account for all mobile phones each month. The account is paid by the University and recoveries from each Budget Centre are made accordingly.
- (16) A copy of each mobile phone's calling details is forwarded to the user.

Section 5 - Guidelines

- (17) Nil.

Status and Details

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