



UNIVERSITY OF
WEST GEORGIA

Last Approved N/A
Effective N/A
Next Review N/A

Area IT/
Management
(Procedures)
Responsible Party Information
Technology
Services

Cellular Telecommunication

Authority for Procedure granted by UWG [Policy #5002, Data Security](#)

The University of West Georgia is committed to the efficient and cost-effective use of communication services and equipment. Given the reliance on Wireless Communication Devices (WCDs) for both academic and administrative functions, it is essential that the university carefully evaluates and deploys such technologies to support its mission and enhance business operations while ensuring fiscal responsibility.

A. Criteria for Determining Need

A WCD and/or Data Service may be provided to an employee when justified based on the criteria below, subject to approval in accordance with UWG policies and available funding.

1. **Safety and Emergency Response:** The employee is responsible for ensuring public safety and/or responding to environmental emergencies.
2. **Mobile Communication Needs:** The employee frequently communicates with students or requires access to online resources while away from their desk or off-campus.
3. **On-Call Responsibilities:** The employee is on-call and must respond to critical system failures or service disruptions.
4. **Hazardous or Isolated Work Conditions:** The employee works in potentially hazardous environments or isolated areas where additional protection is necessary.
5. **Frequent Travel:** The employee is expected to conduct university business while commuting or traveling between appointments and/or frequently travels.
6. **Lack of Alternative Communication Methods:** The employee's communication needs cannot be adequately met with existing alternatives.

B. Guidelines for Acquisition and Use

The University of West Georgia (UWG) has established the following to ensure proper management and use of university-provided WCDs and associated Data Services:

1. **Determination of Necessity** Department Heads are responsible for assessing whether a WCD and/or Data Services are essential for an employee (i.e., faculty and staff) to effectively perform their duties. This assessment should consider the nature of the employee's responsibilities, the necessity for mobile communication, and the appropriate Data Services (e.g., cellular minutes, texting, data, airtime packages) based on use.

In the instance where the Department Head is also the recipient of the device, the Approving Official shall be their supervisor.

Student employees are allowed WCDs under defined Guidelines. Students are excluded from cellular devices and Data Services.

2. **Inventory Management** Each Department Head or their designee must maintain an up-to-date inventory of all WCDs procured by the department. This inventory must be reviewed and updated at least annually and be available for inspection by authorized university offices or agencies.

The inventory must include:

- Justification for the device's necessity
- Device type and model, include serial number if possible
- Assigned telephone number and service provider
- Monthly service charges
- Assigned user(s) or, in the case of shared devices, the organizational unit
- Authorized uses of the device
- Department contact number

In addition, Information Technology Services (ITS) maintains all endpoints, including WCDs, in the University Asset Management System.

Cellular device records are maintained in the Office of Purchasing Services.

3. **Usage Review** Each Department Head or their designee are required to periodically review the usage of departmental cellular WCDs to ensure cost-effectiveness and to prevent excessive

charges. These reviews should occur at least once per semester, with documentation maintained within the department.

4. **User Responsibilities** Employees assigned a WCD are responsible for:

-Using the device (e.g., transmission and/or storage of data) in accordance with UWG's Acceptable Use Policy and security guidelines

-Avoiding use in situations that may create or appear to create a hazard

-Reporting lost or stolen devices to the Department Head promptly to prevent unauthorized use

Important: Personal use of WCDs is prohibited.

5. **Device Decommissioning** Upon discontinuation of WCD use:

-Wi-Fi only WCDs should be returned to the Department head who will inform ITS for disposal or reassignment.

-Cellular WCDs must be returned to the Department head, who will forward them to the Office of Purchasing Services.

6. **Account Management** University-owned devices must be managed using a UWG email account (@westga.edu) to ensure proper oversight of applications and data.

7. **Compliance with State Law** To the extent any of the provisions set forth in this procedure conflict with state law, the latter will control.

C. Ordering Cellular Telephones and Associated Service

All acquisitions of WCDs and related Data Services must adhere to the procurement procedures established by the UWG Purchasing Services. Departments are required to follow these guidelines to ensure compliance with institutional policies and state regulations.

D. Right to Monitor Communications and Open Records

The University of West Georgia reserves the right to access, monitor, and review any communications or data composed, transmitted, received, or stored on university-owned or managed devices and systems. This includes, but is not limited to, voice services, online connections, and any personal information stored on such devices. Such actions may be undertaken without notice to employees.

Furthermore, all records, including those pertaining to telecommunications, are subject to disclosure under the Georgia Open Records Act (O.C.G.A. § 50-18-70 et seq.), unless exempted by law. Employees

should be aware that information stored or transmitted using university resources may be disclosed in response to lawful requests.

E. Compliance

Non-compliance with the above procedure by employees or departments may result in disciplinary actions, including but not limited to:

- Formal warnings or reprimands
- Suspension of access to university-provided communication devices and services
- Reimbursement of unauthorized expenses incurred
- Termination of employment or other contractual relationships
- Referral to legal authorities for potential civil or criminal proceedings

Departments found in violation may face administrative actions, such as budgetary restrictions or compliance training. All disciplinary measures will be executed in accordance with UWG's established procedures and applicable laws.

Definitions

Approving Official - the department head.

Data Services (aka Usage Sensitive Services) - services that incur recurring charges based on measurable units of consumption. These units may include, but are not limited to, minutes used, data transmitted, or per occurrence of use. Examples encompass wireless internet service, cellular airtime, text messaging, roaming charges, and international access fees particularly when such services are billed on a per minute, per megabyte, or per occurrence basis. These services are subject to variable billing contingent upon the extent of usage.

Department Head - the departmental authorized approver as identified by the Unit/Division head.

Wireless Communications Device (WCD) - for purposes of this procedure refers to any portable electronic device capable of transmitting and/or receiving data, voice, and/or text communications without a physical connection to the university's network infrastructure. Examples may include, but are not limited to: wireless internet access devices, Mobile internet devices (e.g., air cards, MiFi units), cellular telephones, smartphones, laptops, and tablets.

Guidelines/Related Material

[Acceptable Use Policy](#)

Approval Signatures

Step Description

Approver

Date