



SOUTH CAROLINA DEPARTMENT OF AGRICULTURE

MOBILE COMMUNICATION DEVICE USAGE POLICY

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

This policy describes the assignment, use and management of State issued mobile communication devices (e.g., cell phones, personal digital assistants (PDA), pagers, satellite phones, related accessories) and associated services by employees of South Carolina Department of Agriculture (SCDA) and is in addition to the statewide mobile communication device policy.

Mobile communication devices for SCDA employees will be issued only upon authorization of the appropriate manager or Assistant Commissioner, subject to review by SCDA's Administration Director. Authorization must be justified, on an initial and ongoing basis, by a demonstrated individualized official need of the employee for the type of mobile communication device. In addition, there must be an adequate budget within the respective program area to pay for the purchase and use of the mobile communication device.

Each division is responsible for maintaining a current inventory of the mobile communication devices to include: 1) a description of each device, 2) the service provider for each device, and 3) the individual to who the device is assigned. The SCDA's Administration Director is responsible for periodic review of the use of the mobile communication devices for the purpose of minimizing costs and eliminating unauthorized use and maintaining an agency-wide inventory. Employees in possession of company equipment such as a mobile communication device are expected to protect the equipment from loss, damage or theft. Lost or stolen devices must be reported to the SCDA IT and the employee's supervisor within 24 hours.

Mobile communication devices are to be used for official use just as other office equipment, subject only to limited incidental personal use that does not increase the state's cost or violate any laws or ethical standards. Mobile communication devices must not be loaned to, or used by, others. Employees must reimburse SCDA for any incidental personal use that results in an additional expense to SCDA. Business managers for each Office or Division where these devices are assigned are responsible for collecting the reimbursement and remitting it to the SCDA on a quarterly basis.

Employees should avoid making directory assistance (411) calls from a state issued mobile communication device unless the call is necessary for official business purposes and the employee has exhausted options to obtain directory information from no-cost services.

SCDA provides data plans to employees for the purpose of conducting SCDA business. Employees must realize that although personal use of data plans may not result in additional charges, data usage does count toward the overall limits established under the service agreement. It is expected that the plan chosen will provide adequate coverage for all normal business needs and any overage or other charges realized by the employee for personal use shall be the responsibility of the employee.

SCDA will not be responsible for any App charges from the Blackberry Applications Store, Android Marketplace, nor the Apple App Store. If an employee is no longer employed by SCDA, they shall forfeit any software that has been purchased for the device.

Taking and storing inappropriate photographs/images is prohibited pursuant to the SCDA Information Technology policy. Employees are responsible for familiarizing themselves with and following any restrictions that may apply.

Employees have no expectation of privacy as to the use of SCDA issued mobile communication device. Management will have access to detailed records of mobile communication device usage from the vendor service provider, which will be subject to audit. Mobile communication devices may contain sensitive information. Therefore, employees must password protect their SCDA issued mobile communication device and the device must be set to lock after no more than five minutes of inactivity, if such features are available on the device.

Employees should not use SCDA issued mobile communication device while operating a motor vehicle and must follow State Fleet Management's (SFM) Handheld Electronic Devices Directive when operating SFM leased fleet vehicles. Employees who, as part of their official job duties, must use mobile communication devices while operating a motor vehicle should seek authorization from the appropriate SCDA manager or SCDA's Assistant Commissioner.

Employees issued mobile communication devices are required to sign a written acknowledgement indicating awareness and acceptance of the agency and statewide policies. Misuse of a mobile communication device may subject the employee to discipline as set forth in SCDA's Disciplinary Policy.