



MOBILE COMMUNICATION DEVICE POLICY

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I. POLICY STATEMENT

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, and related accessories) and associated services by employees of the South Carolina Department of Agriculture (SCDA) and is in addition to the statewide mobile communication device policy. This policy acts as an addendum to the SCDA IT Policy; all devices and their use are subject to that policy.

II. ASSIGNMENT

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 Information Technology (IT) 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.

The IT 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 whom the device is assigned. The IT Director or designee 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.

III. ACCEPTABLE USE

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 program area where these devices are assigned are responsible for collecting the reimbursement and remitting it to the SCDA on a monthly 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 official 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.

Employees are responsible for advising the IT department, via email, two weeks in advance, of any anticipated travel where they will need access to phone or mobile data in order to have a plan set up for that period of time. Any international phone or data charges that are not work related are 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. Additionally, all files, data, contacts, etc. stored on the device are considered SCDA property, pursuant to SCDA IT Policy.

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

IV. MONITORING AND PRIVACY

Employees have no expectation of privacy as to the use of SCDA-issued mobile communication devices. 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 devices while operating a motor vehicle and must follow State Fleet Management's (SFM) Handheld Electronic Devices Directive when operating vehicles.

V. PERSONAL RESPONSIBILITY

Employees in possession of company equipment such as a mobile communication device are expected to protect the equipment from loss, damage or theft. Mobile devices are issued with protective cases, those cases should not be removed, except at the direction of the IT department for the purpose of maintenance. Failure to exercise due diligence in protecting equipment from loss, damage, or theft could result in employees being responsible for the cost of mitigation and replacement.

Lost or stolen devices must be reported to IT and the employee's supervisor within 24 hours.

Employees issued mobile communication devices are required to sign a written acknowledgment 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.