

HANDHELD DEVICES

PURPOSE

This policy establishes guidelines for personal handheld device usage and connectivity to Edison State Community College's IT Network.

POLICY STATEMENT

The College's Network supports smart phone and tablet devices that are compatible with Microsoft technology used for accessing Microsoft Outlook Anywhere.

The President, having determined that individuals holding designated positions need to be available via voice/email access to be considered 'accessible' in order to perform their jobs adequately, as necessitated by the nature of the tasks involved in their job descriptions, will authorize a stipend applicable by the employee to such technological accessibility. The employee is free to purchase any device(s), and enter into any contractual arrangement with any vendor(s) of his/her choosing. Edison State's IT Department will set up the device(s) to sync with and send/receive Edison State email, provided that it must be Microsoft Outlook Anywhere compatible.

Problems with device(s) or connectivity issues are matters to be handled between the employee and the device manufacturer, retailer, or service provider—not the Edison State IT Department.

The employee is responsible for all charges on his/her plan, including early termination fees. If the employee leaves the position, he/she continues to be responsible for the contractual obligations of his/her plan.

The employee is personally responsible for complying with international, federal, state, and municipal laws regarding the use of wireless phones and other communication devices while off-campus. Under no circumstances will the College be liable for non-compliance.

PERSONS AFFECTED

All Edison State Community College employees.