

Courant Institute Policy on Cellphones and Smartphones

Purpose:

To provide guidance to faculty and employees who have or are requesting wireless devices, including cellphones or smartphones, which are provided to them by New York University.

Scope:

This policy applies to anyone currently using or requesting a University-owned cellphone/smartphone paid for by New York University.

Policy:

NYU Business Use Required

Courant's resources are constrained by donor, sponsor and budgetary restrictions. Expenditures for Equipment/Services must follow a strict approval process. Frequent turnover of such Equipment is discouraged. The Department Chair or the employee's supervisor will determine and approve the business necessity for providing Equipment/ Services to the employee, based upon the employee's job duties and budget availability. Simple convenience is not a criterion for a cell phone/smart phone allowance. The approval process will include a review of all aspects of the Equipment/Services insuring that they are provided at a minimum cost consistent with the business requirements of the employee.

Please note that NYU faculty and staff are eligible for discounted wireless services with the four major carriers (see <http://www.nyu.edu/employees/life-wellness/discounts.html>) and the discounts can be applied to existing as well as new accounts.

Business Necessity

Business necessity occurs when one of these factors is present:

- It is vital for the mobile employee to be in constant touch with the office, lab or medical facility.
- The employee is responsible for emergency preparedness and must be available and on-call around-the-clock for a specific business period.
- A group of employees has the need for group or shared Equipment/Services such as rotating on-call contact.
- The employee does not have access to a landline or other communication device when doing a substantial portion of his or her job and communication with the supervisor or other NYU business parties is required.
- The employee's job effectiveness will show a significant increase through the use of Equipment/Services.

- Provision of Equipment/Services is the most cost-effective way to meet the business communication requirements of the mobile employee.
- The Equipment/Services are necessary to support an off-site office, which is the employee's principal office for their work.

Personal Use of Equipment and Services

Provided that the NYU business need for the service is significant and consistent over a substantial period of time, the personal use of Equipment/Services is not otherwise limited. However, the department and the employee's supervisor reserve the right to suspend provision of Equipment/Services in the case of excessive personal use.

Supervisory Approval

All cellphone and smartphone requests require the pre-approval of the Department Chair and the Associate Director for Administration and Finance. For faculty who are requesting reimbursement on grant or discretionary accounts, the request should be made through your SPO. For administrative staff, the request must also be approved by the employee's supervisor.

Please send an e-mail request with the following information and attach a copy of the NYU ITS Mobile form:

- Type of wireless device
- Business justification for purchase (Daily use to monitor email, etc. is not a sufficient justification. Please review the section on business necessity.)
- Chartfield for the account which will pay for the device and service

The University **will not pay for any cellphone or smartphone device or service that has not** been approved under Courant's policy.

1. All cellphone/smartphone devices paid for by University funds must be purchased through NYU ITS mobile.
2. Courant provides no technical support for these devices.
3. It is the responsibility of the cellphone/smartphone user to protect any sensitive information that may be stored or accessed via the device. For guidelines, please refer to New York University's policy on the responsible use of computers and data. (<http://www.nyu.edu/its/policies/responsibleuse.html>) Any cellphone or smartphone that is lost or stolen must be reported. The user must inform the department and a report should be filed with NYU's Office of Public Safety.

If an employee leaves the University, the department must collect the cellphone or smartphone and turn the device and charger over to the Manager of Facilities & Administration. If an employee no

longer wishes to use an NYU purchased cell phone or smartphone, the device and charger should be returned to the Manager of Facilities & Administration.

4. All employees that have a New York University-owned cell phone must abide by all local and state laws governing the usage of these devices while driving.
(http://www.ghsa.org/html/stateinfo/laws/cellphone_laws.html)

If a phone has been previously approved, it may be replaced if it is broken, lost, or stolen.

Date: February 27, 2014