



WCU-Issued Mobile Device Wireless Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu

Purpose and Scope

To establish a policy option and guidelines for the provision of mobile wireless communications to employees for use of a WCU issued mobile wireless communications device. The employee must have a documented need to conduct official University business over a mobile wireless communications device and continue to meet this need under the Eligibility Requirements section of this policy. Department Heads will have the option of either requesting a university issued and administered mobile wireless communications device for their employees or payment of a stipend to those employees for use of their personal mobile wireless communications device. A mobile wireless communications device, whether personal or University issued, is not a valid substitute for a traditional office phone when an employee has an assigned desk location to work on campus. Mobile wireless communication devices covered by this policy are used in part to conduct University business and/or to create, receive, send or store University data and/or education records of students. As a result, information contained on wireless communication devices covered by this policy are also subject to Federal and State data maintenance and protection laws (e.g., FERPA, records retention requirements), as well as the Pennsylvania Right to Know Law (Act 3 of 2008.) An employee receiving a University wireless device must comply with Federal and State requirements, and assist the University in providing access to information about or contained on the wireless communications devices covered by this policy in response to requests for such data or information by third parties as required by Federal and/or State law. This policy applies to all faculty, staff, and administrators who, as a part of their official university employment, have a consistent and recurring need for using a mobile wireless communications device. The mobile wireless communications stipend is intended to reimburse the employee for the business use of their personal mobile device.

Policy Framework

The policy framework should outline high-level mandatory processes and practices that are required to implement and comply with the policy.

Compliance

IT Infrastructure Services will validate and verify employee status for which he or she department is billed for.

Policy Exceptions

All exceptions must be approved by AVP of Information Services & Technology and Department Chair (*or designee*).

Eligibility Requirements

- 1) To qualify for the mobile wireless communications device, the employee must have a business need, defined and approved by their supervisor and Division Vice President / Dean as well as the fund center manager (if different), which includes one or more of the following:
 - a) The duties of the position may lead to potentially dangerous situations with no other acceptable or reliable means of communication.
 - b) The duties of the position require that the employee work regularly in the field and be immediately accessible.
 - c) The duties of the position require immediate emergency response in critical situations (police or emergency responder) or for operational support of critical infrastructure (telecommunications, computer or network responder).
 - d) The duties of the position require a significant amount of travel related to official university business while maintaining access to information technology systems that render the employee more productive and/or result in more effective service provided by the employee.
 - e) The duties of the position require immediate executive response and decision making to life-threatening or public safety issues and situations.
 - f) The President of the University deems it necessary to ensure the flow of information and critical support of the university mission.

Acceptable Use

- 1) No employee is to use the assigned mobile wireless communications device for the purpose of illegal activities, harassment, or obscene behavior - in accordance with all existing employment policies - during those times that the employee has agreed to be available to conduct business activities and for which they are receiving a mobile wireless communications stipend.
- 2) The safety of the University's employees is critical to our ongoing success. Therefore, it is recommended that all employees should utilize hands-free equipment if using a mobile wireless communications device while operating a university owned vehicle, personal vehicle or rental vehicle.
- 3) Only voice calling with hands-free equipment should be performed while driving. When dialing a number, employees should pull over to the side of the road for safety. Employees may also use voice-activated calling or pre-programmed numbers providing it does not distract from safe driving. Any other mobile device enabled activity that prevents an employee from focusing on driving - such as surfing the internet, text messaging, checking email, use of applications, or other activities - is prohibited.
- 4) The University requires its employees to adhere to all international, federal, state and municipal laws and regulations regarding the use of mobile communications devices. Under no circumstances will West Chester University be liable for non-compliance by the employee. Further, such misuse may result in immediate termination of the mobile wireless communications device stipend. The employee should use discretion in relaying confidential business-related information over any wireless communications.

References

IS&T Policy Number: ISP-BUS001

IS&T Domain: Business

Reviewed by: IT Infrastructure Services /Converged Communications

Policy Owner: Kevin Partridge
Assistant VP & Deputy CIO of Information Services

Approved by: JT Singh
Senior Associate VP & CIO of Information Services
11/14/2025

Effective Date: 11/14/2025

Next Review Date: July 10, 2026

History:

Initial Approval: AVP & Deputy CIO of Information Services

Review Dates: 11/14/2025

Amended:



WCU-ISSUED MOBILE WIRELESS DEVICE POLICY & JUSTIFICATION AND ACKNOWLEDGEMENT REQUEST FORM

Employee Name (Print): _____

Employee Title: _____

Supervisor Name: _____

Section A: Justification of Business Need

(Check all that apply)

- ☐ [] The duties of the position may lead to potentially dangerous situations with no other acceptable or reliable means of communication.
- ☐ [] The duties of the position require that the employee work regularly in the field and be immediately accessible.
- ☐ [] The duties of the position require immediate emergency response in critical situations (police or emergency responder) or for operational support of critical infrastructure (telecommunications, computer or network responder).
- ☐ [] The duties of the position require a significant amount of travel related to official university business while maintaining access to information technology systems that render the employee more productive and/or result in more effective service provided by the employee.
- ☐ [] The duties of the position require immediate executive response and decision making to life-threatening or public safety issues and situations.
- ☐ [] The President of the University deems it necessary to ensure the flow of information and critical support of the university mission.

Employee Signature: _____ Date: _____

Section B: Approval / Acknowledgement

Employee Name: _____ Dept: _____

Approved Options (✓)		Plan ID	Monthly Amount	Total Amount
Preferred Carrier: AT&T or VERIZON (circle one)				
<i>Choose from the following plan types:</i>				
Flip Phone	Voice and Text Only	1	\$28.50	
Hot Spot	Unlimited Data	2	\$40.00	
Smartphone	Voice, Text and Data - Only	2	\$55.00	
Smartphone w/OffCampus Hotspot	Voice, Text and Data, w/Hotspot feature (Mgr Level 200+)	3	\$65.00	

Funding Org* No.: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Dept. Head/Chair Signature: _____ Date: _____

Funding Org Manager Signature: _____ Date: _____

Section D: Upper Management / Departmental Approvals

Vice President or Dean: Printed Name: _____

Signature: _____ Date: _____

IT Infrastructure Services: Printed Name: _____

Signature: _____ Date: _____

Human Resources: Printed Name: _____

Signature: _____ Date: _____

* Wi-Fi Hotspot use is not permitted on campus