

VERMONT TECH

Manual of Policy and Procedures

Title: Mobile Devices	Number: T 112	Page(s): 2
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PURPOSE

This document provides *VTC-specific* policy around the procurement policy outlined in the VSCS Policy for Mobile Devices, available here: <https://www.vsc.edu/wp-content/uploads/2019/10/VSC-Policy-Mobile-Devices.pdf>

In addition, please reference this policy resource for Mobile Device Best Practices: <https://www.vsc.edu/wp-content/uploads/2016/10/VSC-MobileDevice-Best-Practices.pdf>

STATEMENT OF POLICY

Section 3.1 in the policy linked above discusses procurement. Specific to VTC:

Vermont Tech will support the purchase and ongoing cost of a personal device (cell phone) for employees that meet the criteria below. Criteria will be reviewed and approved by your direct supervisor, the CTO, and the Dean of Administration. If you meet the following criteria, you will be given a cell phone that is currently free to the college as part of our contract. That device will be covered under a pre-determined warranty and if damaged, replacement will be deemed based on warranty coverage. The device can be replaced after the one-year contract window by contacting the Office of Information Technology. If job functions change, the criteria will be reviewed to deem if a cell phone is still necessary.

If you have a business need outside of what the free device can provide, request for a purchased phone can be made. If approved, the purchase will be made with the department's budget and approved by the direct supervisor and *not* by the individual user.

Criteria:

- Criteria for needing a business phone will be made based on your job description and primary work functions. A review of the request will be made between your direct supervisor, the CTO, and the Dean of Administration.

These devices *are* college-owned and will be directly managed in a Mobile Device Management (MDM) System, allowing for remote maintenance of the device. I.T. does not intend to watch detailed transactions occur on devices, but wants to ensure remote management of the device is possible if deemed necessary based on criteria outlined in the VSCS Policy for Mobile Devices.

In signing this document, you:

- Understand and agree to the **VSCS Policy for Mobile Devices**
- Understand and agree to the Procurement Process outlined by VTC
- Understand and agree to have the device managed by a MDM System.

Signature (printed)

Date

POLICY MODIFICATION HISTORY

I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.

a) Approved on November 18, 2019

Signed By:  Patricia Moulton President
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