

UConn

Administrative Policy 2020-08 Mobile Device Management

Title	Mobile Device Management Policy
Policy Owner and Contact Information	UConn Health IT Unified Communications 860-679-3336
Campus Applicability	UConn Health
Applies to	All UConn Health workforce members, including employees, faculty, staff, students, residents, volunteers and other individuals.
Effective Date	August 11, 2021

PURPOSE:

UConn Health has established this policy to standardize the purchase and services related to UConn Health provided mobile devices.

POLICY STATEMENT:

UConn Health is committed to appropriately resourcing members of its community with technology for the purpose of performing work related functions. As such, the following items apply to this policy:

- All requests for mobile computing devices and mobile devices will be reviewed and approved/denied by UConn Health IT Unified Communications in conjunction with appropriate supervisor.
- All requests for mobile computing device must be accompanied by an authorization form approved by the user's director or above.
- Each individual shall only have one UConn Health issued mobile device connected to a cellular carrier at any given time.
- UConn Health issued devices must be maintained in accordance with UConn Health Security policies.
- UConn Health issued devices will be automatically deactivated after three months of inactivity.
- Devices must be returned to the Mobile Service team under Unified Communications Department within 10 days of termination or device upgrade.
- International cellular service users must provide a copy of the approved Travel Authorization form to the Unified Communications Team, which includes a start and end date for the international cellular services duration.
- All mobile devices must be configured in accordance with UConn Health information security policies.
- Users are permitted to purchase a cellular device through an authorized carrier as long as the purchase is in accordance with UConn Health agreements with carrier and does not result in a cost to UConn Health.

DEFINITIONS:

Mobile Device: Portable device such as a cell phone, iPad, Tablet, Hot Spot or Laptop that may or may not connect to a cellular carrier.

Cellular Carrier – An approved UConn Health organization that provides cellular (i.e. cell phone) service such as AT-T, Verizon or T-Mobile.

PROCEDURES/FORMS:

[Cell Phone request form](#)

[Travel Authorization form](#)

REFERENCES:

None

RELATED POLICIES:

[2008-03 Mobile Computing Device Security](#)

[2019-01 Acceptable Use](#)

[2021-01 IT Physical Security](#)

ENFORCEMENT:

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

APPROVAL:

Andrew Agwunobi (Signed)
UConn Health Chief Executive Officer

8/11/2021
Date

Kiki Nissen (Signed)
Administrative Policy Committee Vice-Chair

8/10/2021
Date

Janel Simpson (Signed)
Administrative Policy Committee Chair

8/10/2021
Date

New Policy Approved: 8/11/21