

# Asheville-Buncombe Technical Community College (A-B Tech) Policy Manual

## Policy 1004: Mobile Devices

It is the policy of the Board of Trustees to assign mobile devices based solely on need of the College, as determined by the administration.

All College-issued mobile devices remain the property of the College. Upon separation from College service, an employee must return any device advanced to them for the performance of their responsibilities.

Employees are responsible for the maintenance and care of any device given to them in the performance of their duties. Employees who lose, break, or misuse a College-issued mobile device may be personally responsible for the replacement of the device.

When a mobile device is lost, stolen or misplaced the employee must notify the College’s IT department immediately. This includes personal devices connected to the College’s e-mail system or otherwise used to conduct College business as well as all College-issued devices.

## Scope

This policy applies to all mobile devices owned by the College and personal mobile devices used to conduct college business.

## Definitions

Mobile devices include, but are not limited to, cell phones, smartphones, tablets and push-to-talk devices.

Need is defined as the institution’s determination of the necessity for such devices in order to better perform an expected duty or to be available to the College at hours before, during, or after regular office hours.

## References

None

## Policy Owner

Interim Vice President, Information Technology, Ext. 7900

Vice President, Business and Finance, Ext. 7900

See Mobile Devices Procedure

Approved by the Board of Trustees on April 14, 2014.