

SmartPhone Policy- Current to Date

Policy Statement: The assignment of Smartphones is NOT an automatic provisioned item for new employees.

Reason for Policy: The purpose of this policy to create an authorized process for the assignment/provisioning and requesting of mobile phones at the Georgetown Law Center.

Audience of Policy: This policy is intended for all University faculty and staff who use University provided and owned mobile phones that will be provisioned/assigned and procured in accordance with this policy.

Policy Text:

- The assignment/accounts provisioned for faculty and staff will be reviewed on a quarterly basis for accuracy and continued need. Department Heads that have approved University provided Smartphones will need to review on some quarterly basis their current approved and departmental assignments and provide IST with revisions/changes/etc.
- To obtain a Smartphone device, one must complete the mobile device request form on SharePoint, which can be located:
https://georgetownuniversity-kmzbf.formstack.com/forms/mobile_device_request_form
- The request will be reviewed by the employee's manager and the CIO and if approved, the IST department will then provision the Smartphone device per the approvals and criteria provided. Cost center information will also need to be provided, as each department is responsible for the initial device cost and subsequent monthly bills.
- Georgetown Law Employee's will be responsible for the physical Smartphone device. Should the device become inoperable due to system failure, or via no fault of the employee, IST will send the device for repair or replace the device with a unit that is equal or comparable.
- Georgetown Law Employee's will be responsible for the replacement/repair cost of the assigned Smartphone device in the event of loss/theft/or negligent damage (i.e. water damage, cracked screen, broken unit). When requesting a replacement or repair cost for a device, please contact your manager, who will work with the IST department in order to provide you with a cost for the replacement or repair of the damaged Smartphone. Replacement/repair costs

are determined based on length of contract, model type, new devices available and the exact type of repair.

- Smartphone devices are NOT automatically upgraded/replaced when new models are released. These are handled on a "case by case" basis and will require manager and IST approval via a SharePoint Request form. If a higher model is desired, the employee can request it if he/she covers the difference in cost via a check to the IST Office Manager located in McD155. The phone will be the property of Georgetown Law at all times.
- Smartphones can be purchased by the employee upon separation, the employee will need to pay the going value of the phone, as determined by Amazon via a check to the IST Office Manager located in McD155. The departing employee will be responsible for transferring service to their own account if they decided to buy the University Smartphone.

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