MOBILE COMMUNICATION DEVICE

The following operating procedures are in accordance with SP 3513.1 / AR 3513.1(a-c):

Quick Links:

- BCOE-Owned MCD
- Employee-Owned MCD
- BCOE-Owned Program Check-out MCD
- Monitoring MCD Use
- Data Access with MCD
- Return of MCD
- Flow Chart

BCOE-owned Mobile Communication Device (MCD):

- To purchase and/or assign an MCD to an employee, an online workorder should be submitted to the Maintenance & Operations (M&O) department. This workorder requires the approval of the Division Asst. Superintendent, either by an email from the Division Asst. Supt. directly to the M&O department or their signature on a hard copy of the workorder.
- The M&O department will purchase the BCOE-selected MCD and assign to the employee in the Business-PLUS (IFAS) equipment tracking system.
- The M&O department will initiate MCD service plan with an applicable vendor.
- If the workorder indicates Data Access, M&O will purchase an Information Technology (IT) approved device and provide a copy of the M&O workorder to IT as back-up for any future IT workorder from employee. Once the employee receives the device, it is the responsibility of the employee to initiate a workorder to IT requesting set-up of data access.
- The employee will be given an Asset Summary to sign and return to the M&O department. This summary identifies all equipment assigned to the employee and indicates employee agreement that equipment will be used for business purposes only.

Monitoring Use of BCOE-owned Mobile Communication Device (MCD):

- In each division, the Asst. Superintendent or designee should monitor employee use of BCOE-owned Mobile Communication Devices for compliance with business-related purposes.
- Scanned copies of the monthly Verizon and/or AT&T MCD bills are available in a folder on the network at the following path: `\Goddard\public\Admin\Shared\Scanned_Phone_Bills`
- The division Asst. Superintendent or designee may designate which management and staff has access to this network folder, for MCD monitoring purposes.
- If network permission changes or additions to the “Scanned MCD Invoices” network folder are needed, a workorder can be submitted to Information Technology, requesting to add or delete “read-only” access permissions.
• The scanned copies are in pdf format, which is searchable by name or phone number for easy reference when reviewing.
• Accounts Payable is available as support for any questions or concerns regarding the MCD bills/charges.
• When reviewing charges, “red flags” of possible mis-use of an MCD often will be apparent in the time of day, unusual frequency, or area code associated with the charge. If all charges are business-related, and there appears to be a need to adjust the “minutes plan” due to frequent overages, contact Maintenance & Operations for assistance.
• Signature verification on reviewed bills, by either the employee or supervisor, is not a requirement, as the Asset Summary signed by the employee upon MCD assignment verifies their understanding that the MCD is to be used for business-related purposes only, as well as dictated by Superintendent Policy.
• If deemed appropriate by a division Asst. Superintendent, departments may adopt their own inter-departmental procedure to request that employees and/or supervisors sign off on the reviewed MCD bills to verify that all charges are business-related, however Accounts Payable does not require copies of verified bills.
• Any employee mis-use of the MCD will be reported by the employee’s supervisor to the Division Asst. Superintendent, along with an employee re-payment plan and a resolution of the problem.
• Employee re-payment for personal use can be arranged by payroll deduction, or employee may write a check, payable to BCOE; the employee’s department would be responsible to deposit the check into the org/object originally charged (abated), and provide a copy of the deposit to Accounts Payable so it can be attached to the original invoice.

Employee-owned Mobile Communication Device (MCD):

• An employee may receive an allowance for an employee-owned mobile communication device, or the employee may choose to waive the allowance.
• To acquire an Allowance for an employee, the Employee Allowance Request form (PY-01) should be submitted to the Human Resources department. The form requires the signature/approval of the Division Asst. Superintendent.
(PY-01 form is located on HR forms webpage)
• Allowance expenses will be charged to the current salary org keys assigned to employee.
• If the form indicates request for Data Access, Human Resources will submit form to the Information Technology (IT) department for review of technical compatibility of the employee-owned device. After review, IT will submit form back to Human Resources for processing. If device is not technically compatible with BCOE technology standards and support, Human Resources will return
Request form back to employee supervisor for adjustment to the Allowance amount.

- To discontinue an allowance for an employee, the Employee Allowance Discontinuance form (PY-02) should be submitted to the Human Resources department. (PY-02 form is located on HR forms webpage)
- Original Allowance Request and Discontinuance forms will be kept in the Human Resources department.

**BCOE-owned Program Check-out Mobile Communication Device (MCD):**

- To purchase an MCD for Program Check-out use, an online workorder should be submitted to the M&O department. This workorder requires the signature/approval of the Division Asst. Superintendent, either by an email from the Division Asst. Supt. directly to the M&O department or their signature on a hard copy of the workorder.
- The workorder should indicate which manager will be assigned to the MCD, so the device can be tracked in the Business-PLUS (IFAS) equipment tracking system.
- The assigned manager will be given an Asset Summary to sign and return to the M&O department. This summary identifies all equipment assigned to the manager and indicates agreement that equipment will be used for business purposes only.
- The assigned manager of the program check-out MCD is responsible to monitor the bills for compliance with business-related use. (refer to the “Monitoring Use” section of this Operating Procedure for further detail)
- Any employee mis-use of the MCD will be reported by management to the Division Asst. Superintendent, along with an employee re-payment plan and a resolution of the problem.
- The borrowing employee should return the Program Check-out MCD to the Program office at the end of the day or week, per program supervisor instruction.

**Mobile Communication Device (MCD) with Data Access:**

- To request data access, refer to procedures listed under BCOE-owned MCD and Employee-owned MCD.
- Data Access can only be set up on an employee-owned MCD if employee completes the Employee Allowance Request Form (PY-01) and the form has been approved by the Division Asst. Superintendent, even if the employee chooses to waive the allowance (PY-01 form is located on the HR forms webpage)
- **Definition of Data Access Capability:**
  A Mobile Communication Device with built-in capacity to accept and process data packets from the wireless network. These devices are usually larger in size than a regular mobile device with larger displays and may have a QWERTY
keyboard. They are capable of accessing the Internet and have installed applications to view calendars, contacts, and e-mail.

<table>
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<tr>
<th>Required Device Features for Data Access:</th>
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<tbody>
<tr>
<td>- ActiveSync</td>
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<tr>
<td>- Direct Push Email</td>
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<tr>
<td>- Ability to encrypt data transmitted on a wireless network (i.e. email communication)</td>
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<table>
<thead>
<tr>
<th>IT Supported Operating Systems:</th>
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<tbody>
<tr>
<td>- Windows Mobile 7 or newer</td>
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<tr>
<td>- Android OS 2.3 or newer</td>
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<tr>
<td>- Apple iOS 5.0 or newer</td>
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</tbody>
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**Note:** ITS will not upgrade the device for you.

- **IT Guidelines for Data Access:**
  Employees who have their MCD configured for Data Access, will receive limited technical support from IT. IT will configure an approved device to communicate with the BCOE email systems. Any additional configurations requested by the employee will not be fulfilled. The employee is responsible for completing any upgrades needed for the device to be compatible with the BCOE email system. IT will only configure the SMTP settings of the device to work with the BCOE email system.

**Return of BCOE-owned Mobile Communication Device (MCD):**

- BCOE-owned MCD’s should be returned to the M&O department.
- The M&O department will inventory the MCD and un-assign the device from the employee in the Business-PLUS (IFAS) equipment tracking system.
- The M&O department will discontinue MCD monthly charges with the applicable vendor.
Mobile Communication Device
Flow Chart

Read Mobile Communication Device Operating Procedure

Administrative Services

Employee-owned Phone
(no data access)

Employee-owned Phone
with Data Access

Employee

Acquire Asst. Supt. approval by email, to purchase an MCD

Submit M&O online workorder requesting purchase of MCD, attaching or forwarding email with Asst. Supt. approval.
In workorder, include org key to charge for MCD and monthly charges

M&O

Order and activate standard BCOE-selected model MCD that supports data access

Assign MCD to employee and provide asset agreement

Notify employee and IT that MCD has arrived, and request employee submit workorder to IT to establish data access

Sign asset agreement and return agreement to M&O

Supervisor of Employee

Monitor for compliance with business-related use of MCD

BCOE-owned Phone
(no data access)

M&O

Order and activate standard BCOE-selected model MCD that supports data access

Assign MCD to employee and provide asset agreement

Notify employee and IT that MCD has arrived, and request employee submit workorder to IT to establish data access

Sign asset agreement and return agreement to M&O

Supervisor of Employee

Monitor for compliance with business-related use of MCD

Employee

Complete PY-01, “Employee Allowance Request form”, and obtain required signatures
The PY-01 form is located on the HR Forms webpage under Payroll section

M&O

Order and activate standard BCOE-selected model MCD that supports data access

Assign MCD to employee and provide asset agreement

Notify employee and IT that MCD has arrived, and request employee submit workorder to IT to establish data access

Sign asset agreement and return agreement to M&O

Supervisor of Employee

Monitor for compliance with business-related use of MCD

Employee

Check to ensure MCD compatibility with listed IT-supported devices

Employee

Complete PY-01, “Employee Allowance Request form”, and obtain required signatures
The PY-01 form is located on the HR Forms webpage under Payroll section
For data access, PY-01 must be completed, even if employee chooses to waive allowance

Employee

After obtaining required signatures, submit PY-01 to Human Resources

Employee

After obtaining required signatures, submit PY-01 to Human Resources

Employee

Submit workorder to IT to establish data access

IT

Complete workorder to establish data access

Supervisor of Employee

Monitor for compliance with business-related use of MCD

Mobile Communication Device – last revised 8/2/11