

The University of Scranton

Policy for Acquisition and Usage of Smartphone and Wireless Service Charged to University Budgets

Acquisition of university-funded wireless services (such as cell phones, wireless cards for laptop computers, hand-held devices requiring wireless service or, any other equipment for which a monthly service is incurred) is available to employees whose responsibilities require time away from the office during the typical work day and/or travel off campus several times monthly and who need to be reachable to effectively discharge their duties.

Preliminary approval for the acquisition and usage of wireless services for which a monthly service is incurred is given by the Budget Supervisor for the department that will incur the expense. Final approval is given by the Divisional Vice President.

All requests for wireless service including a smart phone are processed through the Technology Support Center (TSC) in Alumni Memorial Hall. Individuals are not permitted to acquire cell phones or wireless services directly from a vendor. When the TSC receives the Application for Wireless Service, they will fill out the cost information and contact the applicant to make them aware of the plan that is available including cost, minutes and data usage.

Standard phones are provided with cell phone service and only select models of smart phones are provided and supported where email or calendar connectivity is required. Please contact the TSC at 941-4357 for the available standard model phones and to discuss smart phones options or visit the web at <http://academic.uofs.edu/department/diresources/dir/mobile/>. Requests for special features must be approved by the Divisional Vice President. The TSC will not place an order for a non-standard phone without Vice-Presidential approval nor will service be activated when a special-feature phone is requested without approval.

Wireless service is generally provided with a one year contract. **The Budget Supervisor and Vice President must approve the renewal to prevent termination of service.**

All wireless accounts are periodically reviewed by the Treasurer's Office.

University funded wireless services are intended for business use. However, limited use for personal purposes is allowed. If use is chronically excessive and additional costs are incurred, employees may lose the privilege of having a university funded wireless service at the discretion of the divisional Vice President.

Policy regarding Family Members and Personal wireless accounts

Family members cannot be added to the University of Scranton's wireless account, nor may an employee be removed from the University's account in order to take advantage of other wireless account offers.

Wireless service expenses are charged to departmental operating budgets to the following accounts:

Cell Phone Equipment	710789 Furniture/Fixtures/Small Electronics
Monthly Usage	710704 Telephone

Contacts:

Budget Office, Ext. 4072

Technology Support Center, Ext. 4357

Laptop Support Center, Ext. 5656

Questions regarding policy and charging of expenses

Questions regarding application and usage plans

Questions regarding smart phones

The University of Scranton Wireless Service Options

Cell Phone with Monthly Service

AT& T	<u>Monthly Charge</u>
<input type="checkbox"/> Voice Only	<u>\$39.99</u> per month
<input type="checkbox"/> Voice and Text	_____ per month
___ 200 Texts -- \$5.00/month	
___ 1500 Texts --\$15.00/month	
___ Unlimited Texts --\$20.00/month	

Verizon	<u>Monthly Charge</u>
<input type="checkbox"/> Voice Only	<u>\$31.53</u> per month
<input type="checkbox"/> Voice and Text	_____ per month
___ 100 Texts -- \$2.99 /month	
___ 250 Texts -- \$5.00/month	
___ Unlimited Texts -- \$10.00/month	

Smartphone with Monthly Service

	<u>Monthly Charge</u>
<input type="checkbox"/> AT& T (unlimited data, text and 400 voice minutes)	<u>\$90.00</u> per month
<input type="checkbox"/> Windows Mobile Device _____ <i>(compatible with RoyalMail and Oracle Calendar - license to sync calendar sold seperately)</i>	
<input type="checkbox"/> iPhone _____ <i>(compatible with RoyalMail and Oracle Calendar - license to sync calendar sold seperately)</i>	
<input type="checkbox"/> Blackberry, Android, Palm or other Device _____ <i>(ONLY compatible with RoyalMail , NOT compatible with Oracle Calendar)</i>	
<input type="checkbox"/> Verizon (unlimited data, text and 300 voice minutes)	<u>\$54.99</u> per month
<input type="checkbox"/> Windows Mobile Device _____ <i>(compatible with RoyalMail and Oracle Calendar - license to sync calendar sold seperately)</i>	
<input type="checkbox"/> Blackberry, Android, Palm or other Device _____ <i>(ONLY compatible with RoyalMail , NOT compatible with Oracle Calendar)</i>	
<input type="checkbox"/> Sprint (unlimited data, text and 400 voice minutes)	<u>\$49.99</u> per month
<input type="checkbox"/> Windows Mobile Device _____ <i>(compatible with RoyalMail and Oracle Calendar - license to sync calendar sold seperately)</i>	
<input type="checkbox"/> Blackberry, Android, Palm or other Device _____ <i>(ONLY compatible with RoyalMail , NOT compatible with Oracle Calendar)</i>	

Data Connection with Monthly Service (USB Broadband card for use with Laptops)

<input type="checkbox"/> AT& T _____ per month	<input type="checkbox"/> Verizon _____ per month
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Calendar Synchronization (SyncML)

Synthesis SyncML Clients for PDA brings SyncML compatibility to mobile devices of widespread mobile OS platforms like PalmOS and Windows Mobile (PocketPC/MS-Smartphone). This allows mobile over-the-air (OTA) synchronization with any compliant SyncML server (such as Oracle Collaboration Suite). The license code provided at time of purchase is usable for only account synchronization long-term.

There are two options available from kagi.com:

Standard (STD) -- \$25.00

Synchronization of contacts, calendar and tasks;
secure server connection via SSL/https supported

Professional (PRO) -- \$60.00

Functions of STD plus scheduled AutoSync

The University of Scranton Application for Wireless Service

Existing Service - Cell # _____
 New Service

Contract Renewal/Eligibility date: _____

Reason for new device request: _____

Employee Name: _____ Employee Job Title: _____

Department: _____ Office Extension: _____

Brief description of activities that require monthly expenses for cell phone, smartphone or data connection:

Step One:

Review the information on the opposite page then contact the Technology Support Center at (570) 941-4357 to continue the application process.

Step Two:

With the assistance of the Technology Support Center and working from the detail on the opposite page, fill in the information below.

Type of Service: Cell Phone Smartphone Data Connection

Service Provider: AT & T Verizon Sprint \$ _____ per month

Device: _____ \$ _____ One Time Charge

Accessories: _____ \$ _____ One Time Charge

SyncML: STD PRO \$ _____ One Time Charge

Total Expenses: \$ _____ **Monthly**

\$ _____ **One-Time**

Step Three:

After completion of the above budget information, your Budget Supervisor and Divisional Vice President must approve the application and costs associated.

Applications must be approved by the Budget Supervisor and Divisional Vice President.

Department Budget to be charged:

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Six Digit Fund Six Digit Organization:

Budget Supervisor: _____
Signature Date

Vice President: _____
Signature Date

Step Four:

Return the completed form to the Technology Support Center in Alumni Memorial Hall. Please note that all applications must be complete with signatures of Budget Supervisor and Divisional Vice President or it will not be processed. Please allow 5 business days for processing and delivery of equipment.