



WPI-Managed Cellular Device Purchasing Policy

I. Policy Statement

The purpose of this policy is to establish eligibility criteria, and responsibilities, for certain WPI employees who may obtain and maintain a WPI-Managed Cellular Device.

II. Scope

This policy applies to all Eligible WPI Employees, as defined below.

III. Definitions

“WPI-Managed Cellular Device” means a portable device that is owned and managed by WPI and utilizes WPI’s wireless cellular service plan for the provision of voice, messaging, and/or data services. Examples include: iOS devices (iPhones, iPads, iPod Touch), Android devices (both phones and tablets), mi-fi’s and Windows cellular devices.

“Eligible WPI Employee” means all exempt and non-exempt WPI employees who meet one or more of the following eligibility criteria for obtaining a WPI-Managed Cellular Device:

- The employee is designated as an emergency responder, i.e., someone who must be available to WPI 24 hours per day, 7 days per week and for which the inability to be available could result in significant risk to the health and safety of WPI students, faculty and/or staff, or to WPI property or equipment.
- The employee’s role is classified as a frequent business traveler, i.e., someone who is expected to significantly travel (greater than 40% of the time) to fulfill their job responsibilities. This may include, for example, recruiting, fund raising, or other activities where a sponsored connection to WPI is deemed a key factor to success.
- The employee is a member of an office or function that shares one or more cellular devices, known as a “pooled user group.”

“Divisional Dean/Vice President” means the most senior leader in the Eligible WPI Employee’s division or department who must provide approval of a WPI-Managed Cellular Device for the Eligible WPI Employee.

“Supervisor” means the Eligible WPI Employee’s immediate manager.



IV. Policy

A. Eligibility for, and Approval of, a WPI-Managed Cellular Device

In order to obtain, and maintain, a WPI-Managed Cellular Device, the Eligible WPI Employee must:

1. Be designated as an emergency responder, be classified as a business traveler or part of a pooled user group as noted in the definition above;
2. The employee's Divisional Dean/Vice President must submit a request to WPI Information Technology Services (ITS) its@wpi.edu noting if the Eligible WPI Employee is an emergency responder or frequent business traveler; and
3. Be confirmed as an Eligible WPI Employee by WPI ITS on an annual basis.
4. If a WPI-Managed Cellular Device is required for a grant, research or project activity, the employee must submit a request with appropriate documentation to the Controller's Office with approval by the employee's Dean or Divisional VP.

B. Responsibilities of the Eligible WPI Employee

The Eligible WPI Employee is responsible for:

- Adhering to all applicable WPI policies maintained on the WPI ITS and Policy sites;
- Maintaining a current back-up of the WPI-Managed Cellular Device to prevent the possible loss of data; and
- Abiding by the terms of the WPI wireless cellular service plan.

C. Replacement of a Lost, Stolen or Damaged WPI-Managed Cellular Device

A lost, stolen or damaged WPI-Managed Cellular Device must be immediately reported to WPI ITS by contacting Infosec@wpi.edu or calling the IT Service Desk at ext. 5888. If the WPI-Managed Cellular Device is lost or stolen, it will be remotely wiped of all data. If the Eligible WPI Employee was at fault for the loss to, or damage of, the WPI-Managed Cellular Device, then they may be responsible for its replacement cost, at the Supervisor's discretion.

Replacement of a lost, stolen, or damaged WPI-Managed Cellular Device is at the sole discretion of the Eligible WPI Employee's Supervisor on a case-by-case basis. The Supervisor will notify the Eligible WPI Employee if they are eligible for a replacement WPI-Managed Cellular Device, at which time they may initiate the replacement process.



D. Upgrades

All upgrades to a WPI-Managed Cellular Device are subject to the approval of the Divisional Dean/Vice President and must be in accordance with upgrade offers from WPI's wireless cellular service plan.

If approval is obtained, the Eligible WPI Employee's Divisional Dean/Vice President must communicate their approval to WPI ITS for ordering. Approval must occur before contacting the carrier for the upgrade or the Eligible WPI Employee will be responsible for the cost of the upgraded WPI-Managed Cellular Device.

E. Device Disposal, Recycling and Reassignment

If a WPI-Managed Cellular Device must be disposed of, recycled, or reassigned, the Eligible WPI Employee must send the WPI-Managed Cellular Device to WPI ITS. The Eligible WPI Employee will also be responsible for returning any and all cellular accessories (e.g., cases, chargers, headphones, etc.).

WPI-Managed Cellular Devices with remaining useful life may also be periodically reassigned in certain circumstances (e.g., upon termination of employment or termination of eligibility).

In all cases of disposal, recycling, or reassignment, WPI ITS will wipe the WPI-Managed Cellular Device of all data.

F. Personal Use

WPI permits limited personal usage of a WPI-Managed Cellular Device. This includes reasonable downloading and installation of personal applications ("apps") and reasonable personal use of the WPI wireless cellular service plan. The Divisional Dean/Vice President will determine what is "reasonable" on a case-by-case basis given the Eligible WPI Employee's job responsibilities. Supervisors must evaluate usage patterns during the annual service recertification process.

WPI expects that personal usage of a WPI-Managed Cellular Device result in charges which remain less than or equal to the standard monthly wireless service plan fee. However, personal usage of a WPI-Managed Cellular Device that results in fees in addition to the standard WPI wireless cellular service plan fee (e.g., download of apps, minutes/data overages) will be the responsibility of the Eligible WPI Employee and must be reimbursed to WPI in the month following the billing.



G. Retention of Personal Telephone Numbers

WPI makes no guarantees that the Eligible WPI Employee will be able to retain the phone number of their WPI-Managed Cellular Device when they return it to WPI. Such decisions will be made on a case-by-case basis by the Eligible WPI Employee's Supervisor.

H. International Usage of WPI-Managed Cellular Devices

The Eligible WPI Employee's Divisional Dean/Vice President must evaluate the need for international service at the time of initial eligibility determination and at the annual eligibility service review. In the event that their job responsibilities change (temporarily or otherwise) and require international usage, the Eligible WPI Employee must initiate the following process to avoid personal liability for international charges:

1. Contact their Supervisor with a request for international service. The request must allow enough time for supervisory approval plus three (3) business days for the wireless carrier to initiate service prior to international usage.
2. Once approved, the Eligible WPI Employee must request international service from WPI ITS. The request must include the dates service is required, and if known, the countries in which the service will be used.
3. A failure to initiate international service before usage will result in unauthorized charges under this policy that will become the personal financial responsibility of the Eligible WPI Employee.

V. Questions

If you have any questions regarding eligibility requirements in this policy, please contact your Divisional Dean/Vice President. If you have technical questions about this policy, please contact the WPI Service Desk at its@wpi.edu.

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Policy Sponsors: Chief Financial Officer

Responsible Department: Finance

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