

Telephone and Mobile Devices Policy

Division: Finance and Management

Date Established: 08/30/2001

Responsible Office: Computing and Instructional Technology

Date Last Revised: 04/21/2026

Date Posted to Library: 04/01/2016

POLICY SUMMARY

This policy describes the assignment, use, and management of desk and cellular telephones and mobile computing devices by employees of SUNY Buffalo State.

POLICY STATEMENT

Desk and cellular telephones and mobile devices are to be used for official business-related activities only. Personal use of telephones should be limited to emergency calls. Payment for reimbursement of personal desk or cellular telephone calls should be forwarded to the IFR and Recharge Accounting Office. Personal use of laptops and other mobile devices should be kept to a minimum.

Cellular Telephones and Broadband Service Plans

Cellular telephones and broadband service plans may be assigned only to employees whose duties and responsibilities require immediate or remote communications capabilities. The assignment of cellular telephones and broadband service plans must be approved by the appropriate vice president.

RESPONSIBILITIES

Employees assigned a mobile device

Each employee assigned a mobile device shall be primarily responsible for its security and maintenance, and must immediately report any theft, loss, damage, or vandalism of the unit. New York State law prohibits the use of handheld cellular phones while driving.

Vice Presidents

Vice Presidents will review assignments of cellular telephones and mobile computing devices annually to ensure compliance with this policy.

APPLICABILITY

This policy applies to all SUNY Buffalo State employees.

CONTACT INFORMATION

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APPROVAL

Approved prior to 2016

REVISION HISTORY

Date of change: 06/23/2015

Brief description of edit: Adapted to standard template. Assigned to Chief Information Officer.

Date of change: 05/20/16

Brief description of edit: Editorial changes relating to RITE reorganization.

Date of change: 02/06/20

Brief description of edit: editorial changes relating to it reorganization and document accessibility.

Date of change: 04/16/2026

Brief description of edit: Reformatted to ADA Accessible Template