



University of Fort Hare
Together in Excellence

UFH Policies and Procedures

Title: Policy for the provision, regulation and use of Business Cellular Equipment (Cell phones and data cards and Tablets) at UFH

Policy Number	ICT 009	Approved By	EMT, ICTGCC <i>M. M. M.</i>
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Date:	3 June 2011	Minute	
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Refer Questions To: Chief Information Officer

1. Cellular Equipment

1.1. Provision of Official Cellular Equipment to Management Members

- 1.1.1. Business Cellular Devices will be provided by ICT Services to all management members as defined by the Executive Management Team (EMT) from time to time.
- 1.1.2. The services must be approved by the Deputy Vice Chancellor's or other official as designated.
- 1.1.3. The standard contract will be as decided by Management and amended from time to time.
- 1.1.4. Cellular services are provided to staff on a contract basis where the contract is between UFH and the Service provider.
- 1.1.5. The cost of insurance may be included in the contract and paid by the UFH.
- 1.1.6. EMT members will have a limit on the amount that can be spent as defined by the Vice Chancellor or his delegated official. The supervisory officer of EMT members must control the costs of the services within the applicable budgets and the amount contemplated in 1.1.3 above.
- 1.1.7. The cost of international roaming will only be covered by the Institution if approved prior to departure by the Deputy Vice Chancellor or his/her deputy or delegated representative. International roaming is expensive and should be avoided where possible.
- 1.1.8. The cost of features such as CLI (Caller Line Identification) and conferencing will be covered by the Institution if required.

1.2. Provision of Official Cellular Equipment to certain key personnel

- 1.2.1. Key staff members who by virtue of their job description require a business cellular device must have their motivations for this service approved as in 1.1.2 above.

1.3. Provision of Cellular Telephones to Departments or Schools

- 1.3.1. Heads of Schools or Heads of departments whose suitable motivation to the Deputy Vice Chancellor, Academic Affairs, the Deputy Vice Chancellor Institutional Support, or the Registrar may approve equipment acquisition, in consultation with the ICT department. Other officials may be issued with cellular equipment if it is technically the only solution to provide a required service, or is the cheapest alternative to the provision of services and has budget allocation. The type of Cellular Equipment will be determined by the requirements of the service in consultation with the ICT Department.

2. Cellular Equipment Specification

2.1. Management & Information & Communication Technology Cellular Equipment provided must be capable of the following:

- 2.1.1. Enhanced Data/Fax
- 2.1.2. Short Message Service with delivery reporting
- 2.1.3. Email transmission and reception
- 2.1.4. Web Browsing
- 2.1.5. Telnet

- 2.1.6. Ftp
- 2.1.7. WAP Services
- 2.1.8. Contact Directory
- 2.1.9. Notes
- 2.1.10. Calendar capable of sending meeting requests through SMS
- 2.1.11. Infrared
- 2.1.12. Fax Modem
- 2.1.13. Additional memory modules
- 2.1.14. Calculator
- 2.1.15. Alarm Clock
- 2.1.16. GPRS/HSDPA/LTE capable
- 2.1.17. Bluetooth capable

2.2. Approval of devices

- 2.2.1. It is essential that the model of the device that is going to be acquired is approved by an officer of the ICT department. This is to ensure compatibility with the existing services provided by the department.

2.3. Other Key staff

- 2.3.1. Other key staff will be provided with a cellular instrument that is suited to the business need for which the service is required. The service will usually only be for voice calls and the Short Messaging Service (SMS) but enhanced services may be provided if suitably motivated and approved as in 1.1.2 above.

3. Insurance

- 3.1.1. Insurance may be covered by the Institution for cellular equipment. The insurance, if provided should be with the service provider wherever possible as this will simplify the claim procedure.

4. Termination of cellular service

- 4.1.1. The payment for cellular contracts may be terminated at the discretion of the Deputy Vice Chancellor or his/her deputy or other official as designated as may be required in terms of business needs.

5. Account Control

5.1. Budget

- 5.1.1. The budget for the cellular costs must be borne by the departments concerned.
- 5.1.2. Official Cellular Devices may only be used by the official for whom the service has been authorized.

5.2. Account Balances

- 5.2.1. The cellular devices service provider has a service that may be consulted to ascertain the account balances.
- 5.2.2. The MTN numbers are 258 (normal cellular rates) and 16202 (after registration by dialing 808 and providing a 4 digit password to the operator) which is a free call)
- 5.2.3. The Vodacom Service is *111*502# for balance enquiries and *111*502# for cellular device number.

6. Ownership

6.1. Termination of employee service

- 6.1.1. The cellular device is the property of the institution and must be returned to the ICT department if the employee leaves the service. Employees that leave may take over the contracts and the necessary arrangements will be made by the ICT Services department.
- 6.1.2. Devices may be taken over by the individuals to whom they have been contracted after the contract term expires at no cost.
- 6.1.3. Upgrades will be provided on completion of the contract term if the employee in the role or function for which the device has been approved is still in the service of the University.

Approved on behalf of Council:



Dr. Mvuyo Tom