# MOBILE COMMUNICATION DEVICE MANAGEMENT POLICY

## Purpose/objectives
To formulate the overall framework for the management of mobile communication devices for La Trobe University

## Scope/Application
- All campuses
- All staff
- All students
- All external affiliates
- All University purchases

## Policy Statement
The University provides devices (such as mobile phones, Tablet PCs and other mobile devices) that use data carrier and/or Wi-Fi services where there is a demonstrated business need. Such devices will be supplied, subject to the definitions and conditions detailed in the Procedure documents listed in the Supporting Procedures section of this policy.

## Supporting Procedures
Mobile Communication Device Management Procedure

## Responsibility for implementation
Strategic Sourcing and Procurement
Information Communication Technology
Pro Vice-Chancellors
Vice-Chancellor
Deputy Vice-Chancellors
Chief Financial Officer

## Responsibility for monitoring implementation and compliance
Director, Financial Operations
Manager, Communications and Security, ICT

## Status
New. Approved by Planning and Resources Committee, 3 August 2012, Minute 56.17. The implementation of the latest version of this policy supersedes all previous versions.

## Key stakeholders
Chief Financial Officer
Deputy Vice-Chancellors
| Approval Body | Pro Vice-Chancellors  
|              | Vice-Chancellor  
| Initiating Body or person(s) | Vice-Chancellor on the recommendation of the Planning and Resources Committee  
| Definitions | Procurement & Business Services, Finance Division  
| Definitions | Information Communication Technology  
| Definitions | For the purposes of this policy:  
| Definitions | **Advance handset** - a device capable of delivering voice, SMS, MMS, mobile email, internet, "apps" and video conferencing services as specified in the Mobile communication device webpage.  
| Definitions | **Android OS** - open source operating system for mobile devices from Google.  
| Definitions | **Budgetary heads** - Pro Vice-Chancellors, Divisional Directors and above.  
| Definitions | **Carrier** - supplier for mobile telephone and/or data services (Telstra, Optus, Vodafone, 3, etc).  
| Definitions | **Contracted supplier** - vendor currently supplying devices to the University.  
| Definitions | **eBook reading device** - hand held reading devices (usually using Electronic paper technology from the E Ink corporation).  
| Definitions | **iOS** - operating system for mobile devices from Apple Inc.  
| Definitions | **La Trobe Intranet** - https://intranet.latrobe.edu.au/  
| Definitions | **Line manager** - Staff direct line reporting supervisor.  
| Definitions | **Manager at executive level** - Pro-Vice Chancellors, Divisional Directors and above.  
| Definitions | **Mobile communication device** - includes mobile handset, smartphones and other mobile devices (including Tablet PCs) that have similar functions and access services via Wi-Fi or mobile data networks.  
| Definitions | **Mobile service packages** - charging plan for SIM enabled mobile device.  
| Definitions | **Multimedia device** - any mobile device capable of sending or receiving multimedia message (MMS).  
| Definitions | **Other individuals** - external to the University, include external consultant and external committee member.  
| Definitions | **Personal or private calls** - calls or charges unrelated to University business.  
| Definitions | Brief calls related to traffic or work delays are not considered personal or private.  
| Definitions | **Senior Management** - Vice-Chancellor, Deputy Vice-Chancellors, Vice-Presidents and Pro Vice-Chancellors  
| Definitions | **SIM** - Subscriber Identity Module. SIM card is a memory card that determines the phone number.  
| Definitions | **SIM enabled** - a device that holds a SIM card internally or has capability to connect to a device that holds a SIM card internally.  
| Definitions | **SIM enabled mobile device** - a device that holds a SIM card internally or has capability to connect to a SIM enable device. This can include traditional mobile phones or devices using Android OS, Blackberry OS, iOS or Windows.
Mobile/Windows Phone. Notebooks (laptops), NetBooks and Tablet Computers/PC are considered mobile device.

**SMS** - Short Messaging Service.

**Standard handset** - a device capable of delivering voice, SMS and basic data services such as email and internet services as specified in the Mobile communication device webpage.

**Premium services** - additional services not included with the basic mobile phone subscription. These services usually require additional monthly subscription or additional charges per service request. Examples of these types of services are: Pay TV services, Alert services, Voice2Text and Video calling.

**Premium SMS or 19 SMS** - information and entertainment services that deliver various forms of content to mobile phone. They can be purchased by making a phone call, sending a text message, or request via the internet from your mobile.

**Users** - refer to staff and others who have been allocated a University owned mobile communication device.

**Wi-Fi** - wireless communication protocol.

**Wi-Fi enabled devices** - include traditional mobile phones and smartphone. Also include other device using Android OS, Blackberry OS, Windows Mobile/Windows Phone or iOS platform, along with Notebooks, NetBooks and Tablet Computers/PC that use Wi-Fi capabilities.

**Wi-Fi offsite** - wireless communication outside of the University environment.

**Windows Mobile/Windows Phone** - mobile operating system from Microsoft.

**Wireless carrier** - company that provide free or charged wireless service.

**Related legislation**

La Trobe University Act 2009
Financial Management Act No. 18 of 1994
La Trobe University Use of Computer Facilities Statute 2009
Please refer to [Legal Services Website](#) for further information on Legislation.

**Related Policy and other documents**

Procurement Policies:
Procurement Policy and Procedure

Financial Operations Policies:
Incurring Expenditure
La Trobe Corporate Credit Card Policy and Procedure

Corporate Planning and Reporting Policies:
Asset Management Policy
Portable and Attractive Items Policy and Procedure

ICT Policies:
Use of Computer Facilities Statute 2009

[Major Table of Authorities](#)

**Date Effective**
3 August 2012

**Next Review**
August 2017
| Date | Mobile Phone; Cell Phone; Smartphone; Smart Phone; ICT; PDA; iPhone; iPad; Notebook; NetBook; iMac; MacBook; MacBook Pro; MacBook Air; Latitude; DELL; Nokia; SIM; MicroSIM; Wi-Fi; WiFi; Data Card; Telstra; Optus; SMS; MMS; Data Package; Mobile Device; Tablet Computer; Tablet PC; Netbook; Laptop; eBook Reader; Kindle; Android; Symbian, Windows Phone; Windows Mobile; iOS: Premium services; |
| Owner/Sponsor | Executive Director and Chief Information Officer, Information Communications Technology |
| Author/s | Strategic Sourcing and Procurement Manager, Procurement & Business Services, Finance and Resource Planning Division Manager, Communications and Security, ICT Head Service Delivery, ICT Senior Executive Project Manager, Office of the Senior Deputy Vice-Chancellor Senior Employee Relations Consultant, People and Culture |
| Contact person or area | Head, Security, Standards and Compliance, ICT ict-security@latrobe.edu.au |