

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
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Cellular Device Issuance & Usage Policy

Purpose

The purpose of this policy is to establish efficient and standard procedures with respect to:

1. Use of VMI-owned mobile phone and other cellular enabled devices,
2. Management and control of costs of cellular device acquisition and services, and
3. Departmental and employee responsibility for cellular devices.

Definitions:

1. Smartphone – a mobile phone that performs many of the functions of a computer, typically having a touchscreen interface, Internet access, and an operating system capable of running downloaded apps.
2. Flip phone – a basic mobile phone that lacks the advanced functionality characteristic of a smartphone.
3. Device – This can be a smartphone, flip-phone, a cellular-enabled tablet, or a cellular Internet access point.
4. Cleared device – This is a device that has been reset to factory settings. It will have no data, no user-installed apps, no contacts, and no password protection.
5. Program Manager – Chief of Staff, Deputy Superintendent, Commandant, Athletic Director, or IT Director.

Issuance standard

A device shall be issued after determining it is essential to VMI's mission and required to conduct business. The electronic VMI assessment and approval form can be found here: [GO-26 Form](#)

1. Any device issued or the reassignment of an existing device must go through the assessment/approval process.
2. The VMI smartphone standard is the Apple iPhone. Newly issued and replacement smartphones will follow that standard. Users that do not require a smartphone will be issued a flip phone.
3. Accessories and apps cannot be ordered from the device's cellular carrier.
4. An individual device number may be imported and/or exported with approval of the corresponding IPC-level Program Manager. Importing or exporting a phone number may add an additional five working days to the process. Non-local imported numbers may generate toll charges when called from VMI land-line phones. Consequently, the importation of a phone number is highly discouraged. Exporting of numbers is also discouraged. Before a number can be exported, the Helpdesk must have physical possession of a cleared device, and the device will not be returned to the user.

5. Upon separation from VMI, the user must return the cleared device and all accessories per [GO-35](#) (Personnel Clearance Procedures).
6. VMI will image smart devices as required by the VITA and VMI security standards. GPS tracking and data encryption will be enabled to assist in recovering lost or stolen smartphones.

Usage Standard

1. GO-50 (Acceptable Use of VMI Information Systems) applies to all devices. This includes no expectation of privacy for both business and personal usage, including voice and data transmitted and received; numbers called and received; and data residing on the device. All devices are subject to Freedom of Information Act requests.
2. Devices will adhere to the VMI password policy to the extent that the device will allow.
3. Attempting to “jail break,” alter the standard image, or remove the SIM card from the device is prohibited.
4. If a smartphone user is required to use two-factor computer authentication, the smartphone will be used as the second factor. A security fob will not be issued.
5. The device may be used for occasional non-international personal calls and data transmissions.
6. Users are responsible for taking proper care of devices and reasonable precautions against damage, loss, or theft. Loss or theft of a device must be reported immediately to the Department Head and to the Information Technology Help Desk. Losses attributed to negligence may require the employee to replace the phone or reimburse VMI for the cost.
7. When traveling outside of the continental United States, the device must be put on an international plan prior to departure. To do this, the user must take the device to the Help Desk for SIM-card removal and verification at least five business days before departure. Once the device has left the continental United States, it cannot be put on an international plan. Failure to follow this process may inhibit some or all functions of the device and may require the user to pay for international roaming charges, which can easily exceed multiple thousands of dollars.
8. When operating a motor vehicle, employees must comply with state and local laws regulating the use of devices, such as hands free use and texting while driving. In Virginia, the law states a driver shall not "manually enter multiple letters or text" while driving or "read any email or text message transmitted to the device."

FOR THE SUPERINTENDENT:

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