

***Addendum 2 to Appropriate and Acceptable Use of IT Facilities and Resources:  
Wireless Communications Policy and Procedures***

The establishment of this policy and procedures sets the standards for the usage of wireless communications devices by the employees of ITS.

**I. Scope of Policy**

No employee of ITS may directly or indirectly use, or allow the use of, ITS property of any kind—including property leased to ITS—for other than officially approved activity. In addition, all employees shall protect and conserve ITS property, including wireless communications equipment. Wireless communications equipment includes cellular phones, personal digital assistant devices, and standard and two-way pagers, as well as any similar devices that perform some or all of these functions. Employees are hereby notified that ITS will enforce this policy through a variety of methods and may monitor use of wireless communications equipment to assure compliance.

**II. Procedures**

- Wireless communication devices shall be used for legitimate state business only. Use of an ITS-provided cellular phone for personal calls will result in appropriate disciplinary action and/or the loss of the use of the phone.
- Before a wireless communication device is provided to an ITS employee, the ITS Executive Director must certify in writing the need for the device and associated service. No employee may have more than one wireless communication device assigned and paid for by ITS.
- Each employee is responsible for working with his/her supervisor to determine the most cost-effective communication device and/or service for a given role. In order to make this determination, each employee is responsible for knowing the details of the wireless communication service plan utilized by that employee, including unit costs and any monthly service caps. Each employee is responsible for reviewing and certifying billings for the device and service utilized and for assessing the need for any change in usage patterns and/or plans based on actual utilization and cost.
- Employees must be aware that cellular phone calling plans are selected based on the number of minutes required for the employee to conduct state business. Package minute plans are not to be construed as free minutes and are not provided for personal use.
- Detailed call billing must be provided for all ITS cellular phone accounts, and all billings are considered public records subject to disclosure under the Mississippi Public Records Act.
- Each employee is responsible for verifying the employee's billing details monthly and indicating by signature that the billing is correct, that all calls were work-related, and that the calling plan is still appropriate to the employee's business needs.
- ITS shall not reimburse employees for any charges on personal wireless communication devices.
- Employees should be aware that cellular phone transmissions are not secure transmissions. Confidential information regarding official business should be transmitted from a secure environment

- Any ITS employee assigned a wireless communication device must indicate his/her concurrence with this Wireless Communications Policy and Procedures by signing below. The signed copy of this policy shall be maintained in the employee's personnel file.