

	UCC Mobile Phones/Devices Acquisition and Usage Policy	Issue date: 30/08/24	Version 04 Page 1 of 2
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Purpose of the Policy:

This document sets out the Mobile Phones/SIM Only/ Acquisition and Usage Policy for UCC.

1. The approval process for the provision of a new mobile phone/device or upgrade to staff.
2. The obligations on the staff member in relation to the care and use of mobile phones / devices.

Mobile Phones/SIM Only will only be provided in exceptional cases where there is clear supportive evidence that demonstrates the need for the user in discharging their duties.

1. Approval process:

To ensure value for money, there are specific devices (1 x Apple/1 x Android) available through the Government Mobile Framework contract. The devices may vary based on availability from the operator at the time of application. In the exceptional event that a model with a different specification is required, the reasons should be clearly outlined in the business case.

- **Payment plans**

The costs of the devices and monthly tariffs are set down by the agreed operator rates achieved using the Government framework contracts.

The monthly payment plan does not include:

- SMS / Calls to premium numbers/Calls to 1800, 1850 numbers/SMS / Calls to international landline and mobile numbers/Roaming outside of the EU region/Additional data used over the monthly allowance for one billing period.

Monthly charges will be assigned to the cost code provided on the approved application form.

- Users must contact mobiles@ucc.ie at least 48 hours in advance of travelling / roaming to ensure that the appropriate tariff is applied. Failure to do this will result in any additional cost being absorbed by the staff member concerned..
- In line with the Universities fixed asset policy and procedures, and irrespective of the working order of the existing device, no replacement devices will be issued until the existing device is returned to Buildings & Estates.
- Users should remove all files, images, account data from their existing device and complete a factory reset before handing the device back to the B&E office.

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- Users wishing to purchase the device should refer to Appendix 4 – Procedure for Disposal of Equipment to Staff Members – DISPASS3, under the Finance office fixed asset policy & procedures, which outlines how to reimburse their department for the device. ([Link to policy](#))
- Disposal of asset forms to be completed can be found [here](#)

Email mobiles@ucc.ie to obtain information on the available devices and costs. Applications must then be made through the following [link](#).

2. User Obligations

- UCC staff must comply with all policies, legislation and regulations applicable to the use of Mobile Phones or broadband devices.
- Mobile Phone or broadband usage should be able to withstand public scrutiny and/or disclosure.
- UCC Staff should not use the Mobile Phones or broadband devices in a way that could defame, harass, abuse or offend individuals or organisations.
- UCC reserves the right to audit any or all UCC staff Mobile Phone or broadband usage. UCC staff may be called upon to explain their use of staff Mobile Phones.
- Users are responsible for checking their monthly bill and they must highlight any errors found. It is a requirement that staff transfer onto a suitable tariff in advance of international roaming. Any costs incurred as a result of failure to take this step will be incurred by the staff member.
- Users should contact mobiles@ucc.ie if they are not receiving their monthly bill.
- When policies are not adhered to, the relevant device/s will be withdrawn and the number can be cancelled.
- Should a mobile phone be lost or stolen, the user must report the matter to mobiles@ucc.ie within 24 hours for notification to service providers and replacement.
- Users must care for and use the phones in their possession in a responsible manner and use the protective casing supplied.
- Breakages, damage or loss of equipment may necessitate the reimbursement of any associated costs incurred by UCC, in relation to the repairs or replacement of the affected equipment. Please contact mobiles@ucc.ie for an approved list of repair shops that users can bring their device to or to get advice on warranty terms and conditions.
- Users are required to keep mobile phones clean, and in serviceable condition.