Last Modified

## UCPL-4-168

This policy applies to all mobile devices that use the University mobile voice and data plans, whether purchased from operational budgets, research accounts, or through the University's supplier agreement. All those issued with a mobile device are "users" of that device.

## **Requesting and Returning a Mobile Device**

- 1. Requests to have your own personal mobile number used for University business cannot be accommodated.
- 2. Mobile devices requiring voice and data capability can be requested by any staff member to undertake University business.
- 3. All University purchased Mobile Devices remain the property of the University of Canterbury.
- 4. Approval to be issued with a mobile device must be given by a member of the Senior Management Team (SMT) or their delegate.
- 5. Mobile Device numbers will be published in University directories unless there are specific security/privacy reasons why they should not be. Exceptions will be approved by

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