

WAYNE STATE UNIVERSITY

ASSOCIATE VICE PRESIDENT

FACILITIES PLANNING AND MANAGEMENT
5454 CASS AVENUE
DETROIT, MICHIGAN 48202

POLICY MEMORANDUM

To: Facilities Planning & Management

From: James R. Sears, Associate Vice President 

Subject: FP&M Electronic Device Usage Policy (cell phone, computers, internet, email)

Date: November 7, 2012

Employees working full time or part-time for any unit reporting to the Division of Facilities Planning and Management will adhere to the guidelines set forth in this policy regarding electronic devices, including cell phones and computer usage. This expands upon and interprets University Policy 00-1 – “Acceptable Use of Information Technology Resources” <http://computing.wayne.edu/about/policies.php>

The use of cell phones at work and while driving

PERSONAL COMMUNICATION DEVICES

The use of personal communication devices during working hours may present a hazard or distraction to the user and/or other employees. Consequently, personal communication devices may only be used during non-working time or for an emergency during working hours. This includes, but is not limited to, cell phone calls, texting, personal emails, instant messaging, games, Facebook, twitter, etc.

Personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are to make all personal calls on non-work time and to ensure that friends and family members are aware of this policy. Flexibility will be provided in emergencies and in circumstances demanding immediate attention. This applies to all employees, regardless of whether they are using university phones or are receiving a cell phone stipend for their personal cell phones.

The University will not be liable for lost or stolen cell phones brought into the workplace.

SAFETY ISSUES FOR CELLULAR TELEPHONE USE

Employees are expected to refrain from making telephone calls, checking e-mail, or texting while driving. Safety must come before all other concerns. Under no circumstances are employees allowed to place themselves at risk to fulfill their job duties or business needs.

Employees who are found to have used cell phones while driving on University business or who are charged with traffic violations resulting from the use of a cell phone while driving may be subject to disciplinary action and may be held responsible for any liability arising out of such actions.

Failure to adhere to the CELLULAR TELEPHONE USE policy may subject you to disciplinary action, up to and including the termination of employment.

Internet and Email Usage at Work

Email and Internet access is provided to employees for the purpose of conducting University business. Some job responsibilities at the University require access to the Internet and the use of software in addition to the Microsoft Office suite of products. Only employees appropriately authorized, for University purposes, may use the Internet or access additional software.

INTERNET USAGE

Internet usage during working hours can interfere with employee productivity and be distracting to others. The University encourages limiting personal internet usage to scheduled breaks and meal periods; non-university related internet usage waste University time and productivity.

EMAIL USAGE AT THE UNIVERSITY

Email is to be used for University business only. University confidential information must not be shared outside of the University, without authorization, at any time. You are also not to conduct personal business using the University computer or email. Non-university related emails waste University time and productivity.

Sending pornography, including pornographic jokes or stories via email, is generally considered sexual harassment.

Failure to adhere to the INTERNET USAGE and EMAIL USAGE policies may subject you to disciplinary action, up to and including the termination of employment.