



## Office of Information Technology

### MOBILE DEVICE REQUEST FORM

**PLEASE NOTE:** Technology is provisioned based on primary work responsibilities. The Chief Technology Officer, with input from the leadership within the College or Division, will determine device assignments. As a general practice, the following positions may qualify for receiving a College-owned mobile device: Administrators, Managers, and Department Chairs.

For questions regarding **mobile device requests**, please feel free to contact:

- ✓ IT Service Desk: 240-567-7222
- ✓ E-mail: [itservicedesk@montgomerycollege.edu](mailto:itservicedesk@montgomerycollege.edu)

**SEND COMPLETED REQUEST FORMS TO: TELECOMMUNICATIONS COORDINATOR, CT C209J**

#### Requestor Information

Requestor:	Date:	Phone: x
Unit/Department:		
Campus: <input type="checkbox"/> GT <input type="checkbox"/> RV <input type="checkbox"/> TP/SS <input type="checkbox"/> Off-campus	Bldg./Room Number: _____	

#### Type of Mobile Device and Justification (please attach additional pages if needed):

#### Impact If Not Approved:

#### REQUIRED Signatures:

_____	_____	_____	_____	<input type="checkbox"/> Approve
Date	Dean/Director II or above (PRINT NAME)	Initial	Ext.	<input type="checkbox"/> Disapprove
_____	_____	_____	_____	<input type="checkbox"/> Approve
Date	V.P. or Above (PRINT NAME)	Initial	Ext.	<input type="checkbox"/> Disapprove
_____	_____	_____	_____	<input type="checkbox"/> Approve
Date	CTO or CIO (PRINT NAME)	Initial	Ext.	<input type="checkbox"/> Disapprove

#### Mobile Device Usage Conditions:

1. Mobile Hot Spot: College issued devices may not be converted to “Mobile Hot Spots”
2. Personal Use: The College understands that some minimal amount of personal use of a College provided landline or cellular phone is inevitable. However, a College mobile device is intended for business use only.
3. Damage, Lost, or Stolen Devices: Employees in possession of College issued communications devices are expected to secure the equipment from loss or damage. If the cellular device is stolen, call the local police department or if on campus the Department of Public Safety. Immediately afterwards, the employee should contact the IT Service Desk
4. Return: College-issued mobile devices and associated phone number, if any, are College owned property. If the device is no longer needed for College business or the employee’s position changes, it is to be returned to the Telecommunications Coordinator.
5. Resignation or Termination: Upon resignation or termination of employment, employees are expected to return the College-issued mobile device properly wiped. An inquiry will be made by the College for devices not yet turned in, and if there is no reply, referred for investigation of theft. Employees who separate from employment may not transfer the phone number to another device.
6. Vehicle Operation: In situations where job responsibilities include regular driving and acceptance of business calls, hands-free equipment may be provided to facilitate the provisions of this policy. Under no circumstances are employees required to place themselves at risk or break the law to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be responsible for all financial liabilities and associated penalties that result from such actions.
7. Removal of SIM: No user who is issued a College-owned mobile device shall remove the **subscriber identity module (SIM)** and attempt to use it in another device under any circumstance. Doing so will alert the carrier’s Fraud Prevention Department and device will be listed as lost or stolen. If this occurs, the issue cannot be resolved internally in the College.

**Requestor’s Signature:**