

The University of North Texas at Dallas Policy Manual	Chapter 14.000
<b>14.011 Use of University Non-Wireless Telephones, Telephone Lines, Fax Machines and Computers</b>	Information Technology

**Policy Statement.** The University of North Texas at Dallas prohibits the use of university non-wireless telephones, telephone lines, fax machines, and computers for electronic messages for reasons other than official university business except for incidental use.

**Application of Policy.** All UNT Dallas Faculty, Staff, and Student Employees

**Definitions.**

None

**Procedures and Responsibilities.**

1. **General Policy.**

- 1.1. It is the policy of the University that university non-wireless telephones, telephone lines, and fax machines are available for faculty, staff, and student employees to use in carrying out official university business. Except as provided below, long distance calls, transmission, and electronic mail messages that are not related to official university business should be avoided.
  
- 1.2. The placing and receiving of phone calls from university-provided phones, faxes, or electronic mail messages for reasons other than official university business should be very infrequent and are permissible only if proper supervisor approval is granted. Faculty, staff, and student employees should make every effort to minimize receiving calls, faxes, or electronic mail messages unrelated to university business while at work. Any faculty, staff, or student employee who abuses these privileges may be subject to disciplinary action under applicable university policies.
  
- 1.3. Faculty, staff, and student employees may need to occasionally use university telephones, telephone lines, and fax machines for personal reasons. Normally, such use should not result in additional costs or damage nor hinder the day-to-day operation of an office. Incidental use of such equipment is not considered to be a misapplication of State property, and is permissible so long as it does not unduly interfere with the individual's assigned responsibilities or the normal functioning of an office. Use of such items is considered to be a misapplication of State equipment if it results in additional costs being incurred or damage to the equipment, hinders day-to-day operations, or is otherwise deemed to be excessive or inappropriate.

Responsible Party: Faculty, Staff, and Student Employees.

2. Long Distance Personal Calls by Faculty, Staff, and Student Employees.

2.1. Long distance calls include any call that is not local or free of charge to the University. In instances where it is necessary to place a personal long distance call over a university phone, a personal pre-purchased minute card must be used or the call must be collect or charged to a third party.

Responsible Party: Faculty, Staff, and Student Employees

2.2. Occasionally a personal long distance call may occur by accident or may be necessary in the case of a personal emergency. When such a situation arises, the call(s) must be reimbursed promptly through the University of North Texas System Business Support Services (BSS).

Responsible Party: Faculty, Staff, and Student Employees; BSS

3. Telecommunication Records

3.1. Telecommunication records are periodically reviewed by the UNT System Internal Audit Department for compliance with this policy and established accounting procedures.

Responsible Party: Office of Finance and Administration, UNT System Internal Audit

**References and Cross-references.**

UNT Dallas Policy Manual, 5.007, Employee Ethics and Standards of Employee Conduct

UNT Dallas Policy Manual, 14.001, Electronic Communication

UNT Dallas Policy Manual, 14.008, Acceptable Use

**Forms and Tools.**

None.

Approved: 6/1/16

Effective: 6/1/16

Revised: