



BOISE STATE UNIVERSITY

University Policy #8090

Telephone Services

Effective Date

July 1995

Last Revision Date

January 2016

Responsible Party

Vice President and Chief Financial Officer, (208) 426-1200
Associate Vice President and Chief Information Officer, (208) 426-3033
Office of Information Technology, (208) 426-5774

Scope and Audience

This policy applies to all members of the Boise State University community, and users of University telephone services.

Additional Authority

- Communications Act of 1934 (amended)
 - The Electronic Communications Privacy Act
-

1. Policy Purpose

To establish policy for campus telecommunication services.

2. Policy Statement

Boise State University provides Telephone Services based on cost-effective practices that also comply with government rules and regulations. This policy guides decisions that ensure quality service to the campus community in a cost effective manner.

3. Responsibilities and Procedures

3.1 Responsibilities

3.1.1 OIT Responsibilities

- a. Manage Telephone Services and other telecommunications resources.
- b. Negotiate Telephone Services contracts on behalf of the University, or by using university administered funds that:
 - Comply with state statute as administered by the Idaho Department of Administration, and
 - Generally leverage State of Idaho purchasing contracts.
- c. Centrally manage and administer all equipment and services under the direction of the Vice President for Finance and Administration.
- d. Maintain procurement, pricing, and end user guides at [OIT Telephone Services](#).
- e. Provide monthly departmental bills for Telephone Services. Monthly charges for telephone devices in use by a department will include long distance and international calls incurred by the department.

3.1.2 Departments and End User Responsibilities

Generally use University resources for work-related purposes.

- a. Personal use of Telephone Services that do not incur additional charges may be permitted in moderation, subject to departmental guidelines, restrictions, and supervisor approval.
- b. Department guidelines should reflect the employee's first responsibility is to his/her work assignment and personal use may not result in additional costs to the university.

3.2 Policy Non-Compliance

Misuse of University Telephone Services is cause for disciplinary action up to and including termination. All users should be aware that misuse of Telephone Services could also result in criminal charges, convictions, or fines.

4. Related Information

OIT Telephone Services

<https://www.boisestate.edu/oit-phones/>

Revision History

January 2016