

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**

33.04.02.P0.01 Use of Telecommunication Services

Replaces UAP 25.99.08.P0.01

Approved May 15, 1998

Revised March 22, 2002

Revised August 4, 2021

Next Scheduled Review: July 1, 2026



UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to provide guidelines for governing the use of workplace telecommunication services at Prairie View A&M University (PVAMU).

Definitions

Incidental – time periods comparable to reasonable coffee breaks during the day, as assigned by Texas Ethics Commission Advisory Opinion No. 372.

Obscene – as defined by [Texas Penal Code, § 43.21](#).

Patently Offensive – so offensive on its face as to affront current community standards of decency, as assigned by [Texas Penal Code, § 43.21](#).

Workplace Telecommunication Services – land line and university-owned cellular telephones, facsimiles and all other workplace-provided services generally thought of as telecommunication services.

Official Procedures and Responsibilities

1. TELECOMMUNICATION SERVICES

- 1.1 Non-business use of workplace telecommunication services is permitted as long as that use does not:
 - 1.1.1 result in additional expense incurred by the University;
 - 1.1.2 be more than incidental in nature;
 - 1.1.3 impede normal business functions;
 - 1.1.4 be for non-approved private commercial purposes;
 - 1.1.5 be used for illegal activity;

- 1.1.6 be used to intentionally access, create, store or transmit obscene or patently offensive materials; or,
 - 1.1.7 be used to compete unfairly with private sector entities or private consultants.
- 1.2 Workplace telecommunication services include VoIP line, land line and university-owned cellular telephones and facsimiles.
- 1.3 In the event that it is necessary for an employee to incur an additional charge from a University telephone, facsimile, e-mail, or internet connection for non-business use, a personal calling card, collect or third-party charge should be used.
- 1.4 No non-business collect calls should be charged to a PVAMU telephone.
- 1.5 If the non-business usage of telecommunication services results in a direct cost to PVAMU for any reason, it is the employee's responsibility to reimburse the University.

2. BILLING & MONITORING

- 2.1 The Center for Information Technology Excellence (C.I.T.E) will distribute monthly charges to each account manager.
- 2.2 Budget heads will assign account managers to review their monthly telephone billings for possible personal long distance calls. Upon verification of such, the budget head should counsel employee and ensure that employee reimburses full cost to the University. The reimbursement should include the appropriate charges and any applicable taxes and fees.

3. PROHIBITED USES OF TELECOMMUNICATIONS EQUIPMENT

- 3.1 Intentionally accessing, creating, storing or transmitting material which the University may deem to be offensive, indecent or obscene.
- 3.2 The use of telecommunication service for private, commercial purposes is strictly prohibited regardless of whether or not it results in an additional charge to the University.

4. REQUESTS FOR CELLULAR PHONES & DATA PLANS FOR OFFICIAL UNIVERSITY BUSINESS

- 4.1 Departments may request a cellular phone or data plan by submitting business need justification signed by their vice president.
- 4.2 The cellular phone and data plan must be used only for official university business.
- 4.3 Users must ensure physical protection of the devices.
- 4.4 Departments must ensure that the device is returned to the Center for Information Technology Excellence (C.I.T.E.) (Telephone Office) when it is no longer needed.

Related Statutes, Policies, Regulations and Rules

[Texas Penal Code, § 43.21](#)

[Internal Revenue Code, § 132\(e\)](#)

[System Policy 33.04 Use of System Resources](#)

[System Regulation 34.04.02 Use of Telecommunication Services](#)

[System Regulation 25.99.09 Cellular Communication Devices and Services](#)

[UAP 25.99.09.P0.01 Communication Service Allowance](#)

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