

**02.1000 Use of System Phones, Phone Lines, Fax Machines and Computers for E-Mail for Reasons Other than Official System Business**

1. Purpose: To establish a policy concerning the use of phones, phone lines, fax machines, and the computer for electronic messages for reasons other than official business.
2. General Policy: It is the policy of the UNT System that university (state provided) telephones (including cellular phones), telephone lines, fax machines, and computers are available for faculty and staff members and student employees to use in carrying out official university business. Except as provided below, long distance calls, transmissions, and electronic mail messages that are not related to official university business should be avoided.

The placing and receiving of phone calls, faxes, or electronic mail messages for reasons other than official university business should be very infrequent and are permissible only if proper supervisory approval is granted. Faculty and staff should make every effort to minimize receiving calls, faxes, or electronic mail messages unrelated to university business while at work. Abuse of these privileges may subject a faculty member, staff member or student employee to disciplinary action under applicable policies.

Faculty and staff members may need to occasionally use university telephones, telephone lines, fax machines, and computers 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.

3. Long Distance Personal Calls by Faculty, Staff and Students: Long distance calls include any call that is not local or free of charge to the UNT System, including calls made via Metro or WATS lines. In instances where it is necessary to place a personal long distance call over a University phone, a personal telephone credit card must be used or the call must be collect or charged to a third party. If the faculty, staff, or student does not have access to a personal telephone credit card or a third party billing is not feasible; they are to use one of the numerous pay phones located on campus. 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 Purchasing and Payment Services Department, Special Payment Section (who acts as a neutral third party in the collection of such reimbursements). Long distance personal calls that are billed to the UNT System should not occur routinely or on a regular basis; if so, regardless of the time of day, dollar amount, or the callers intent to reimburse the call(s), they are strictly prohibited and may subject the faculty member, staff member or student employee to disciplinary action under applicable policies. Telecommunications records are periodically reviewed by the Department of Internal Audit for compliance with this policy and established accounting procedures.

4. State Telephone System Use: State employees may be held liable for the cost difference between a non-state telecommunications system call (i.e. regular long distance carrier like AT&T, MCI, Sprint) and a system call (i.e. TexAn network.) (From Article IX, Sec 123 of the 1995 Appropriations Act.) Calls placed using the main campus Centrex telephone system are automatically routed over the TexAn network or an alternative network (Metro, Premium, etc.) However, calls placed from off-campus locations (grant project sites, field/remote offices, etc.) where a component of the UNT System pays for the telephone services, may require the dialing of a special code, in some circumstances, to access the TexAn network. Per the University of North Texas, Payment Services Division, policy guidelines, all telephone services, both on and off campus, must be coordinated through the University of North Texas Telecommunications Office. Departments utilizing telephone services at off-campus sites will be provided with the proper dialing procedures and are responsible for informing their employees about them.