

**ARTICLE V: INFORMATION TECHNOLOGY AND
TELECOMMUNICATIONS**

Section 1. Telecommunications Policy and Procedures

**Policy 1.2.1: Cellular Telephones
Issued: February 1, 2007**

The following Telecommunications Policy details the appropriate use of cellular telephones to facilitate effective and efficient working spaces for all Chicago State University employees.

Cellular telephones not issued by CSU are not to be used during an employee's work hours, unless the employee is on an authorized break or lunch. The same (non-use_ shall apply for headsets, earpieces and/or Bluetooth devices. Furthermore, all cell phones not issued by CSU are to be powered off or set to vibrate during work hours.

In cases of emergency, employees are allowed to use CSU office telephones located in their work area. All work-related calls are to be made from office telephones.