

 The University of British Columbia Board of Governors	Policy No.: UP1
Long Title: Provision of Communication Services	
Short Title: Communication Services Policy	

Background & Purposes:

The University provides telephones and other Communication Services for carrying out University business. This Policy sets out guidelines for the provision of these services.

1. Scope

- 1.1 This Policy covers all Communication Services provided by the University, including those paid for using research grants administered by the University.
- 1.2 This Policy applies to everyone using Communication Services provided by the University.

2. Provision of Communication Services

- 2.1 Provision of Communication Services must be authorized as follows:
 - 2.1.1 services for faculty, staff and students within a Faculty must be authorized by the dean of the Faculty or his or her delegate;
 - 2.1.2 services for staff within an administrative unit must be authorized by the head of the administrative unit or his or her delegate;
 - 2.1.3 services for visitors (such as access by conference registrants to the campus WiFi network) must be authorized by the head of the administrative unit responsible for the provision and support of the Communication Service or his or her delegate;
 - 2.1.4 services for an appointee of the Board of Governors (other than a faculty member) must be authorized by the appropriate Vice-President or his or her delegate;
 - 2.1.5 services for other agencies on campus must be authorized by the Vice-President, Finance and Operations or his or her delegate, in consultation with the head of the administrative unit providing the service.

- 2.2 The person authorizing the Communication Service will be responsible for ensuring all related costs are covered, either from accounts over which he or she has control, or by making appropriate arrangements with the person or agency using the Communication Service.

3. Efficient Use of Communication Services for University Business

- 3.1 The University may have agreements with suppliers for the provision of Communication Services. Users should contact Supply Management to find out about any applicable agreements before purchasing Communication Services.
- 3.2 Users are responsible for all additional costs incurred when Communication Services are used for personal use. Wherever possible, these costs should be paid directly by the user, using prepaid cards, calling cards, or some other method. The University must be reimbursed for all costs arising from personal use of Communication Services that are not paid directly by the user.
- 3.3 When personal resources are used for University business, reimbursement may be requested for out-of-pocket costs. Where a University Communication Service was available, the University may refuse to reimburse amounts in excess of the cost of that Communication Service.

4. Misuse of Communication Services

- 4.1 Use of Communication Services is subject to the provisions of the Information Systems Policy.
- 4.2 Misuse of Communication Services may result in termination of those services and other disciplinary action.

5. Property of the University

- 5.1 All Communication Services equipment remains the property of the University. All equipment and unused services must be returned to the University by the user when their authorized use of the service ends.

6. Definition

- 6.1 "Communication Services" are services or devices for voice, video or data transmission, including all kinds of telephone service, video conferencing service, and all wired and wireless data network services.