

Administrative Guidelines for the Use of Mobile Telephones Radboud University Nijmegen

1. Provision of Mobile Telephones and Accessories

- 1.1. Radboud University provides the employee with a mobile telephone plus accessories (hereafter referred to as 'the equipment') and a telephony contract for the performance of his/her job.
- 1.2. The equipment remains the property of Radboud University and is given to the employee on loan.
- 1.3. Radboud University determines the type of equipment, type of subscription, functionality, traffic class and call barring.
- 1.4. Radboud University equips the mobile phone with software and determines the basic settings.
- 1.5. The employee will secure the equipment by activating a security PIN (personal identification number).

2. Use

- 2.1. The employer will not place the equipment at the disposal of third parties.
- 2.2. The employee will be responsible for keeping the equipment in good working condition. He/she will take the necessary care to prevent theft and loss of and damage to the equipment.
- 2.3. In case of theft or loss of the equipment, the employee will immediately have the phone blocked, report the theft or loss to the police and submit a copy of the report form to Radboud University.
- 2.4. If the equipment has been lost, stolen or damaged, or does not function properly, the employee will report this to Radboud University as soon as possible.
- 2.5. The equipment is meant for use in a professional context. Private calls are allowed insofar as they remain within reasonable limits (fair use policy). When used abroad (roaming), in order to prevent high costs data traffic through the telephone network must not exceed that which is absolutely necessary.
- 2.6. The use of mobile phone facilities is job-related and non-transferable.
- 2.7. If the mobile phone facilities allow internet access or access to the Radboud University network, Radboud University's regulations for the use of computer and network facilities will apply.
- 2.8. On behalf of the Executive Board, the administrator may give directions for the use of mobile phone facilities under his/her management.
- 2.9. The user is obliged to immediately and accurately follow the directions given by or on behalf of the Executive Board or the administrator with regard to the use of the mobile phone facilities.

- 2.10. The employee must comply with the regulations for the use of equipment on the university premises.

3. Monitoring and Sanctions

- 3.1. The employee authorises Radboud University to monitor his/her use of the equipment (e.g. by inspecting the provider's invoices).
- 3.2. Radboud University may impose sanctions if the use of the equipment deviates from what has been agreed with the employee. 'Sanctions' shall be understood to mean the restriction of use or repossession of the equipment.

4. Liability

- 4.1. Radboud University may hold the employee liable for:
- Damage to the equipment caused by attributable negligence or carelessness.
 - Costs incurred due to late blocking of the equipment.
- 4.2. Radboud University cannot be held liable for damage as a result of the use of the equipment.
- 4.3. Radboud University cannot be held liable for damage or fines resulting from the employee using the equipment in his/her car without hands-free devices.

5. Termination

- 5.1. The use and provision will be terminated:
- Upon termination of the employee's employment;
 - If the employee is employed in another position;
 - If Radboud University deems this necessary for other reasons. Radboud University is entitled to do so at all times.