

Graduate Student Center Satellite Phone Policy

Acceptable Use

The Graduate Student Center will make one satellite phone and accessories available to graduate students conducting field research in areas with limited or no cell phone service. The phone will also be made available to faculty and staff for use on graduate student field trips.

- The phone will be checked out only to those that require it for graduate academic pursuits.
- Calls may be made and received in response to an emergency situation. Situations that constitute an emergency include but are not limited to: you are stranded (inoperable vehicle, lost keys); you have suffered a personal injury that requires immediate assistance; you are lost.
- Calls may be made and received in order to conduct legitimate graduate research related business.
- Users are prohibited from tampering with the satellite phone call history or meter functions.

Call Charges

The Title V Postbaccalaureate Project *Puertas Abiertas* will assume financial responsibility for allowable calls from March 22, 2010 through the September 30, 2014, after which time the University will assume all financial responsibility for emergency satellite phone usage charges.

The user will be billed at the applicable usage rate charged to SRSU by the vendor for all calls made on this phone that are not related to an emergency or to graduate research.

User Responsibilities

- The phone is to be carried by the user while working in the field.
- When not in use, the phone and accessories are to be kept in a secure location and turned off.
- The user is responsible for the replacement or repair of the phone and/or accessories if they are lost, stolen, or damaged.
- The phone is to be returned at the agreed upon time or upon demand.
- All calls made and received are to be logged on the check-out form, indicating call duration, nature of call (emergency, personal, graduate research business), who was called (or who called), and circumstances prompting the call.

Administrative Procedures

Reservations

- The user will complete a phone reservation request form, obtain all required signatures, and submit it to the Graduate Student Center.
- Graduate Student Center staff will determine the availability of the phone for the time/days requested and inform the user of the status of the request.

Check-out

- The user will complete the check-out form and obtain all necessary signatures.
- The original signed form will remain in the Graduate Student Center. A copy will be provided to the user that will accompany the phone off campus.
- The user must present the signed form and a valid SRSU ID to any law enforcement or SRSU official if requested to verify authorization for possession of the phone.

Check-in

- The copy of the check-out form will be signed by the user and surrendered as official documentation of calls made or received.
- The persons returning and receiving the phone will sign the original form. Copies of the forms will be provided to the person returning the phone for his or her records.

Call Log Verification

Graduate Student Center staff will record the following on the check-out form:

- Starting and ending call meter readings stored in the phone
- Starting and ending prepaid minute balance (determined by dialing 6888 on the satellite phone)

User-provided call log information will be verified against meter and minute balance data. Users will be required to explain any discrepancies discovered and make corrections to the call log as necessary.

Billing

Personal calls made or received not related to an emergency or to graduate research business will be billed to the user at the applicable usage rate charged to SRSU by the vendor.