1. **Policy Purpose Statement**

This policy covers the appropriate use of telephone and fax lines and services in order to control costs for Kennesaw State University (KSU or the University).

2. **Background**

The KSU Telephone and Fax Usage Policy complies with the University System of Georgia (USG) information technology policies. Pursuant to the USG *Information Technology Handbook*, 5.1.2, KSU is required to establish and maintain "appropriate internal policies, processes, standards, and procedures for preserving the integrity and security of each automated, paper file, or database."

3. **Scope**

The KSU Telephone and Fax Usage Policy applies to all individuals utilizing University telephone resources, including but not limited to phone lines, fax lines, and University cellular phones.

4. **Exclusions or Exceptions**

Compliance with the KSU Telephone and Fax Usage Policy may be exempted only via written approval from the chief information officer and vice president for Information Technology.

5. **Definitions**

Definitions are available via the Information Technology Glossary associated with this policy on the KSU Policy Portal ([https://policy.kennesaw.edu](https://policy.kennesaw.edu)).

6. **Policy**

The number of telephone and facsimile lines is limited. Thus, reasonable and judicious use should be made of these resources. Frivolous and/or unnecessarily large or lengthy transmissions should be avoided.
6.1 Personal use should be limited to necessary and reasonable use. All use of a telephone for personal business should be for short conversations to convey or acquire needed information.

6.2 Fax and telephone transmissions that involve long-distance service charged to the University are restricted to University business. Personal long-distance telephone calls may be made subject to the above stipulations, if charged to a personal account.

6.3 Telephones are assigned to individuals. Movement or relocation of a telephone must first be approved in advance by Office of the CIO.

6.4 Unauthorized use of a telephone by anyone other than the person to whom the telephone is assigned is prohibited.

7. Associated Policies/Regulations

USG Information Technology Handbook, 5.1.2, Policy, Standards, Processes, and Procedure Management Requirements

8. Procedures Associated with this Policy

None.

9. Forms Associated with this Policy

None.

10. Policy Violations

Individuals in violation of this policy are subject to a range of sanctions, including but not limited to disciplinary action, dismissal from the University, and/or legal action.

11. Review Schedule

The Telephone and Fax Usage Policy is reviewed annually by the Office of the Chief Information Officer and Vice President of Information Technology.