



Policy Title:	Telephone and Fax Usage Policy
Issue Date:	January 1, 2004
Effective Date:	November 21, 2016
Last Reviewed:	November 18, 2016
Responsible Office:	Chief Information Officer
Contact Information:	University Information Technology Services/ Information Security Office Phone: (470) 578-6620 Email: iso@kennesaw.edu

1. 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 CIO.

5. Definitions

Definitions are available via the IT Glossary on the KSU policy website at 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.

- 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.
- 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.
- 3) Telephones are assigned to individuals. Movement or relocation of a telephone must first be approved in advance by University Information Technology Services (UITS). Unauthorized use of a telephone by anyone other than the person to whom the telephone is assigned is prohibited.

7. Associated Policies/Regulations

- a. [USG Information Technology Handbook, 5.1.2 Policy, Standards, Processes, and Procedure Management Standard](#)

8. Procedures Associated with this Policy

- a. None.

9. Forms Associated with this Policy

- a. 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 CIO or his/her designee.