

TELECOMMUNICATIONS POLICY

Section	Information Technology Services
Contact	Information Technology Services
Last Review	November 2017
Next Review	November 2019
Approval	SLT 14/11/274

Purpose:

The purpose of this policy is to describe the provision and use of Telecommunications Equipment and Services at Massey University.

Audience:

All users of telecommunications equipment and services within the University

Provision of telecommunications equipment and services

1. The telecommunications equipment and services are provided for business related purposes and are to be used appropriately.
2. All telecommunications equipment and services for Massey University are priced and procured through Information Technology Services (ITS), to ensure that the equipment and services obtained are compatible with the University's current telecommunications network and facilities.
3. All requests for telecommunications equipment and services are initiated by raising a request with the ITS Service Desk. Alternatively, it is recommended to visit ITS home page: <http://www.massey.ac.nz/its/>

Charging

1. All costs incurred as part of the installation/provision of new or changed telecommunications equipment and services are charged to the requesting Budget Centre
2. Operating charges are apportioned to Budget Centres based on the appropriate charging process at that time.
3. Payments for telecommunications equipment and services related costs are charged via the Internal Transfers process to the relevant budget centres..
4. Generally, detailed account analysis or copies of original accounts to the Budget Centres are not provided unless specifically requested. Business Units may use tools such as - Manage IT, to review the detailed analysis of costs for telecommunications equipment and Services.

Modem connectivity

1. The deployment of modems on desktop computers and departmental servers is generally not permitted as this may compromise the security of the University's networks.



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2. In exceptional circumstances, the University will permit the use of a modem on a desktop or departmental server, and in these cases, all modems must be connected using a separate extension port and must not share the same extension port assigned to a telephone. Requests for such services should be made in writing to the Associate Director (Business Systems Support).

University telecommunications reimbursement

1. The University will generally not reimburse a staff member for business use of their private telecommunication device.
2. Exceptions, where reimbursement is claimed for staff who do not have a Massey Telecommunication device, making business related calls will be considered on a case-by-case basis by the appropriate budget centre manager.

University internal directory listing

The University reserves the right to publish extension numbers and issued mobile numbers both in a hard copy format and electronically. This information will contain at least the person's first name, last name, title, and their extension and mobile number and College, School, Institute or Department as appropriate.

Related Policies - [Massey University Policy Guide](#)

1. Use and Access to Information Technology Systems Policy
2. Internet Use and Digital Communications Policy
3. Vehicle Management and Usage Procedures
4. Policy on Staff Conduct
5. Procurement Policy
6. Usage of Voice and Data while Travelling Overseas

Document management control:

Prepared by: Chief Information Officer
Owned by: AVC - Finance, IT, Strategy and Commercial
Date issued: September 2004
Last review: November 2017
Next review: November 2019

