THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

SWM-300 MOBILE DEVICE PROTECTION
Effective 11/2018
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THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.


REQUIRED ACTION:

- The State Fiscal Accountability Authority must ensure that any contract developed for this purpose is awarded utilizing a competitive approach in accordance with the South Carolina Procurement Code.
- All state agencies must use the statewide contract for protecting all state owned, mobile devices that can be included in one combined contract.

PURPOSE/BACKGROUND:
This policy is issued by the South Carolina Department of Administration (Admin) in accordance with the FY 2018-19 Appropriations Act, Proviso 117.148. (GP: Mobile Device Protection Plan). This policy describes the assignment, use and management of state issued mobile communication devices (e.g., cell phones, smart phones, pagers, satellite phones, related accessories) and associated services by agencies of the state of South Carolina.

Nothing contained in this policy shall be construed to waive any rights, remedies, or defenses the state might have under the laws of the state.

This policy sets forth the requirements for the establishment of a cost-effective mobile device protection plan, which shall apply to all state agency owned mobile devices. Mobile device maintenance is the responsibility of the individual and agency to which the device is assigned.

GUIDELINES:
I. Mobile Device Protection:
   A. All state agencies shall implement policies for protecting mobile devices including, but not limited to, cellular phones, tablets and laptops.
   B. Implementation of the protection plan must include:
      1. Protective cases and screens for all devices;
      2. Multi-year insurance coverage for both the device and the protective case;
      3. Zero deductible if possible to ensure cost savings to the department;
      4. Multiple claims per device should be allowable;
      5. Replacement policy if devices cannot be repaired;
      6. And, local pickup and delivery service for efficient repair and replacement where possible.

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APPROVED BY:

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