

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 26)

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Cellular Device Issuance & Usage Policy

5. Upon separation from VMI, the user must return the cleared device and all accessories per [GO-35](#) (Personnel Clearance Procedures).
6. VMI will factory reset smart devices as required by the VITA and VMI security standards.
7. All cell phones no longer assigned to an individual are to be returned to the Information Technology Department. Phones may be re-issued or prepared for surplus depending on the working status of the device.

Usage Standard

1. GO-50 (Acceptable Use of VMI Information Systems) applies to all devices. This includes no expectation of privacy for both business and personal usage, including voice and data transmitted and received; numbers called and received; and data residing on the device. All devices are subject to Freedom of Information Act requests.
2. Devices will adhere to the VMI password policy to the extent that the device will allow.
3. , ,