

Date: March 2012

TOPIC: 5.21 Mobile Phone Policy

Rationale

King's College recognises that with the increased use of technology it is necessary to provide mobile telephones for certain positions to enable staff to communicate effectively with students, parents and the wider community.

Purpose

The purpose of this policy is to define standards, procedures and restrictions for users who have legitimate business requirements to communicate with others from a mobile telephone.

Guidelines

1. Applications for the allocation of a mobile phone must be authorised by the Director of Human Resources.
2. The phones purchased by the College will remain the property of King's College.
3. The type of phone allocated to a staff member will be dependent on the needs of the role as determined by the appropriate member of the Senior Leadership Team.
4. Staff members must use and care for the mobile phone in a responsible manner and maintain it in a serviceable condition.
5. The downloading of applications that are not part of the phone set-up should be appropriate and relevant for the role.
6. Those allocated a phone should not pass it on to any other staff member for use, unless agreed by their Manager.
7. As College property, the phone should be used in the main for business purposes.
8. The College will cover the cost of rental and business related calls and text charges.
9. Calls from a mobile phone should be kept to a minimum and where a fixed telephone is available to make outgoing calls to a land line then use of the mobile phone for that purpose is discouraged.
10. Calls made from one College mobile phone to another College mobile phone are free and staff are encouraged to use this method of calling wherever appropriate
11. The staff member will be liable for any personal calls or texts made from the mobile phone.
12. Staff members are to submit the telephone account on a monthly basis to the Accounts Department together with reimbursement for personal calls and texts.
13. Where a staff member is authorised to use his/her personal telephone for school business purposes, the costs associated with school business will be reimbursed. Telephone accounts and an expense claim form are to be submitted on a monthly basis to the Accounts Department.
14. Mobile phones should be switched off during meetings other than in exceptional circumstances. Where it may be necessary to take an urgent call, it is courteous to advise the other attendees that this may occur.
15. Confidential information must not be discussed in open areas or inappropriate locations.
16. Calls or texts that are offensive, defamatory or harassing are prohibited and any breach will be investigated in accordance with the Code of Conduct policy 5.2.
17. Use of mobile phones while driving is unlawful unless a hands free device is used. The College will not supply hands free devices.
18. The rules for the replacement of damaged or lost mobile phones will be as outlined in the Use of School Property Policy 4.2.
19. On termination of employment, the staff member must return the College mobile phone to the Director of Human Resources. Any battery chargers or other accessories supplied by the College must also be returned.