



# **St John's C of E Primary Academy**

## **Mobile Phone Usage Policy**

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### **Key Personnel**

**Principal: Sarah Cockshott**

**Chair of Governors: Fr Roger Gilbert**

## **St. John's C of E Primary Academy Mobile Phone Policy**

### **Introduction**

This policy covers the use of mobile phones issued to staff by St. John's C of E Primary Academy, and also the use of personal mobiles within our workplace. This policy is not contractual but sets out the way in which we allocate mobile phones and our rules relating to these.

### **Provision of mobile phones**

Mobile Phones will be issued to staff where operational requirements or health and safety considerations require the use of a mobile phone (ie there is a need to be able to contact the employee outside of the office). All requests for a mobile phone will be treated as a special expenditure request.

### **Security**

Employees who are issued with a mobile phone are responsible for the security of the phone and should take all reasonable steps to ensure its safekeeping. All employees with a mobile phone are required to use a PIN code and to keep this confidential. This is especially important if you have a Smartphone, as this can provide access to our email system. A password/PIN facility securing access should be enabled at all times as a minimum security measure.

When out of the office, the mobile should be kept with the employee and not left unattended in a vehicle, or elsewhere, at any time.

### **Personal usage**

The Academy provides mobile phones to help you to carry out your job. Staff are strictly prohibited from using the mobile phone for personal use. You must not use the mobile phone to access, use or distribute any material, or to participate in any activity, which is not, or might reasonably be regarded as, distasteful, offensive or indecent or harmful to other users. The following list gives examples of the sort of material or activities that will be regarded as unacceptable. It is not exhaustive.

- Bullying or harassment
- Personal insults, attacks or abuse
- Racist or sexist activity
- Chain letters or games
- Pornography

### **Mobile phone bills**

We receive individually itemised mobile phone bills on a monthly basis. Each bill shows the user's number and includes the line rental and the date, duration, telephone number and cost of all calls made.

### **Lost or stolen phones**

Support Services should be notified immediately if a mobile phone belonging to St. John's Academy is lost or stolen so that the phone can be barred or disconnected.

### **On leaving – return of phone**

On leaving our employment, any mobile phones plus associated equipment (eg earphones, chargers etc) issued by us must be returned to Support Services.

### **Personal mobile phones**

Employees who need to use their own personal mobile phone for essential work calls may claim back the cost of such calls through our expenses procedure. Personal mobile phones should not be used during working hours unless in the staff room or off site. If a senior leader considers that an employee is making or receiving an unreasonable number of calls/texts during working hours, we reserve the right to request the employee to turn the phone off, other than during break periods.

### **Using mobile phones whilst driving**

Employees should ensure that they do not answer mobile phone calls whilst driving. St. John's Academy will not be liable for such use, and any employee who is fined for breaching the ban will be required to pay such fines themselves.

### **Confidentiality**

Employees should be aware that other people may overhear conversations made on mobile phones, and take steps to ensure they do not inadvertently breach any of our rules on confidentiality.

### **Health and safety considerations**

In addition to not using them while driving, those who are issued with mobile phones are instructed not to use them whilst doing anything else where safety is important and their use might interfere with concentration.

### **Courtesy to others**

Out of courtesy to colleagues, employees should ensure that their mobile phone ring is discreet. To avoid unnecessary interruptions, we normally require that mobile phones are turned off during meetings and training sessions.

### **Holidays**

Due to the high cost of internet and call charges whilst abroad, phones provided for work purposes should not be taken on holiday without prior approval of the Business Manager or Principal. Ideally, the phone should be left with another member of staff in the department who can deal with any problems that arise.

### **Breach of this policy**

Any breach of this policy will be treated as a potential disciplinary issue and dealt with through our disciplinary procedure.