



## **Academy Work Mobile Phone Policy**

**INSPIRE EDUCATION TRUST**

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<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Changes</b>
V1.0	September 2020	J Durkin	Initial Draft

## **Introduction**

- 1.1 Work mobile telephones are provided at the discretion of the trust on the basis of business need which is usually dependent on the role that you perform.
- 1.2 This policy does not form part of any employee's contract of employment and it may be amended at any time. We may also vary the procedures set out in this policy, including any time limits, as appropriate in any case.

## **2. Scope**

- 2.1 This policy applies to all employees at the trust who are provided with a work mobile phone. It should be read in conjunction with our ICT user policy which sets out obligations on the employee in terms of use of equipment as well as how are systems are monitored in accordance with relevant legislation.

## **3. Personal use**

- 3.1 If you are issued with a work mobile telephone, these are for use connected to the business of the trust.
- 3.2 However, we recognise that there may be occasions when you may need to use the handset for personal matters. Usage is reviewed on a monthly basis to ensure levels of use (text, data and phone charges) are appropriate and you may be sent an itemised bill for your personal usage. You will be required to pay this direct to the organisation or the organisation may deduct the sum owed from your salary/wages.

## **4. Responsibility**

- 4.1 The mobile phone must be returned to the organisation on the last day of your employment.
- 4.2 The security of your work mobile telephone is your responsibility, including all communications made from it.
- 4.3 Do not leave it in a visible place such as in an unattended car. You must ensure the use of a personal identification number (PIN) or a password for security.
- 4.4 Theft of a work mobile telephone must be notified to the police in the first instance.
- 4.5 Loss or theft of a work mobile phone must be reported to the network provider immediately to prevent or minimise the unauthorised use of the device.
- 4.6 Loss or theft of a work mobile telephone should also be reported to Jane Durkin, Head of Operations by email [jdurkin@ietrust.com](mailto:jdurkin@ietrust.com) immediately

## **5. Driving**

- 5.1 Drivers must comply with current legislation and so you must not use your device whilst driving.

5.2 You should not endanger yourself or others when on business for the trust and should concentrate on driving and avoid distractions. This includes answering and making telephone calls, sending text messages or faxes, and accessing the internet, etc.

5.3 Even if the telephone or equipment is hands free, it's use can be dangerous. Wherever possible you should wait until the vehicle is stationary and in a safe place before using a hands-free telephone.

5.3 You should familiarise yourself and comply with the following relevant policies:

ICT user policy

5.4 You are not permitted to use the mobile phone for any of the following:

**6. Any communication that could constitute bullying and harassment (see our anti-bullying and harassment policy) Unauthorised use**

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- Inappropriate or excessive personal use
- Streaming data whilst not connected to WiFi incurring unacceptable data charges
- Gambling
- Accessing pornography
- Taking photos of, downloading or storing offensive images
- Illegally downloading or distributing copyright information
- Using the device in breach of this policy

This list is intended as a guide and is not exhaustive.

6.3 Any unauthorised use or breach of this policy will be managed through the disciplinary procedure. A serious breach of this policy may be considered as gross misconduct which could lead to dismissal. Whether it is minor or gross misconduct will depend on the circumstances, but you should expect any breach of the driving provisions to be considered as gross misconduct

6.1 If you reasonably believe that a colleague has breached this policy you should report it without delay to your line manager or a senior member of staff.

**7. Review of policy**

7.1 This policy is reviewed annually by the trust. We will monitor the application and outcomes of this policy to ensure it is working effectively.

**Approved by Board of Directors:**



Lois Whitehouse  
CEO  
21<sup>st</sup> September, 2020



Malcolm Tyler  
Chair of Directors  
21<sup>st</sup> September 2020