



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

MOBILE PHONE POLICY

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<i>Responsible Board</i>	Academy Trust Board
<i>Policy Officer</i>	IT Officer
<i>Date Adopted</i>	October 2018
<i>Review Date</i>	October 2021

KING EDWARD VI ACADEMY TRUST MOBILE PHONE POLICY

1. INTRODUCTION

This policy covers the use of mobile phones issued to staff by the Academies of King Edward VI Academy Trust Birmingham (Academy Trust) and the use of personal mobile phones within the workplace.

2. PROVISION OF MOBILE PHONES

Mobile Phones will be issued to senior staff in the Management Team or to staff where a significant proportion of their time is spent off-site and access to a mobile phone is essential in order to carry out employment duties effectively.

Users will be provided with a mobile phone which includes unlimited text and calls (**monthly allowance**) at an agreed monthly cost.

3. AVAILABILITY OF MOBILE PHONE NUMBER

By accepting either a Business or Business/Personal Use phone the user will make the mobile phone available during the working day and utilise the phone for business use outside of office hours in the event that a business need arises.

4. SECURITY

Users 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 users provided with a mobile phone are required to set and use a PIN code and to keep this confidential.

When out of the office, the mobile phone should be kept with the user during working hours and not left unattended (e.g. in a vehicle) at any time.

5. TAKING GOOD CARE OF THE MOBILE PHONE

Users are responsible for taking good care of the mobile phone. To avoid the cost of replacing screens or damaged phones, an appropriate screen protector and phone case should be purchased by the Academy.

In the event that the mobile phone is lost, stolen or damaged, the Insurance Officer should be contacted to identify whether making an insurance claim is valid and the Data Protection Officer contacted in relation to a potential data breach.

If the user has not looked after the mobile phone (evidenced by persistent carelessness) then the Academy will have the right to refuse the user continued use of a business mobile phone.

6. USING MOBILE PHONES WHILST DRIVING

Users should ensure that they comply with the law in terms of mobile phone use whilst driving. Any user who is fined will be required to pay such fine themselves.

7. PERSONAL USAGE

Users of business mobiles must not use the mobile phone to access, use or distribute any material, or to participate in any activity, which is, or might reasonably be regarded as, distasteful, offensive or indecent or harmful to others.

8. CALLS FROM ABROAD

Users should be aware that calls from abroad are at a higher cost and should therefore be avoided other than in an emergency. If you are calling an Academy or the Academy Trust, and the call is expected to be lengthy then the office contact should be asked to return the call to avoid these very high costs. Additional security should be considered when taking a business mobile phone abroad.

9. ON LEAVING – RETURN OF MOBILE PHONE

On leaving the Academy Trust's employment, any mobile phones, plus associated equipment (e.g. earphones, chargers etc.) issued, must be returned.

10. CONFIDENTIALITY

Users should be aware that conversations made on mobile phones may be overheard and should therefore take steps to ensure rules on confidentiality are not inadvertently breached.

11. HEALTH AND SAFETY CONSIDERATIONS

In addition to using the mobile phone only in a lawful way whilst driving, those who are issued with mobile phones are instructed not to use them whilst engaged in any activity where safety is important, or where their use might interfere with concentration.

12. COURTESY TO OTHERS

Out of courtesy to colleagues, users should ensure that their mobile phone ring is discreet.

13. BREACH OF THIS GUIDANCE

Any persistent breach of this policy could be treated as a potential disciplinary issue.