**School Staff Mobile Phone Policy**

The allocation of mobile telephones requires careful consideration by management. The following procedure provides a guideline on the categories of employees that the school considers as eligible for a mobile telephone to fulfil their duties:

* Senior staff who need to be contacted regularly by people within and outside the company.
* Field staff who spend significant time outside of the office and who do not have reasonable access to landline telephones while having a regular and demonstrated need to be contacted.
* Staff who may have OH&S or security considerations in relation to their work.
* Staff who may have a business requirement to be on calls out of business hours, e.g. Maintenance

**USAGE**

* Mobile telephones are provided for the use of staff only, and in support of their assigned tasks/duties for company related activities.
* Mobile telephones must only be acquired from the designated preferred supplier of mobile telephones and become the property of the school upon acquisition.
* Violations of this policy and associated policies/procedures may result in the suspension of mobile telephone privileges and the possibility of further employee disciplinary action.
* Users of mobile telephones are encouraged to limit the number and duration of mobile calls as much as possible. For those staff that are required to travel frequently for business purposes, the school understands that use of a mobile while in transit may be necessary as a means of communication.  Telecards are also a cost effective alternative for employees who travel.
* If staff find it necessary to use a mobile telephone while driving, they should use hands-free equipment as per legislation.
* Private use of company mobile phones is to be kept to a minimum and, as such it is the responsibility of line managers and/or department heads to monitor phone utilisation to ensure abuse does not occur. The school issues a monthly report on mobile phone expenses to management for approval. Excessive private calls will require reimbursement.

## **RESPONSIBILITIES**

*Senior Management is responsible for the following:*

* Determining whom within their business unit has a demonstrated need for a mobile telephone and the level of access required.

*Middle Management is responsible for the following:*

* Making the approved mobile telephone user aware of the existence of the school Mobile Telephone Policy.
* Ensuring the mobile telephone is obtained from the school preferred supplier.
* Notifying Purchasing/IT Department of changes in user details when re-assigning a mobile telephone. Recovering mobile phone from employee upon conclusion of employment.
* Notifying Purchasing/IT Department about an unused mobile telephone so it can be cancelled.
* Monitoring misuse of mobile telephones by approved users in terms of unreasonable call costs.

*The individual user is responsible for the following:*

* Ensuring the safekeeping, care and custody of the mobile telephone assigned to them.  It is important the user is aware of the expense of the mobile phone.
* Reporting faulty, damaged or lost/stolen mobile telephones to the Purchasing/IT Department immediately. If the phone has not been dropped, or immersed in water, and is still within the warranty period, the mobile phone may be repaired at nil cost.
* Returning the mobile telephone and SIM card to the Purchasing/IT Department upon conclusion of employment. If the employee has a person replacing their position, then the phone may be transferred directly to him/her. This transfer information is to be passed onto Purchasing/ IT Department
* Checking mobile telephone account that is sent out monthly to users and ensuring the bill reflects the correct details.
* Ensuring that private use is kept to a minimum.

***Special note:***

* Care is to be taken when travelling, to prevent loss, especially in airports and taxis, as well as damage through misuse.
* It is also good practice to store **all** your phone numbers on your **Sim card** to alleviate anguish if you damage your phone and cannot retrieve your phone numbers from the phone itself.

If the user requires a protective case for their phone, please send in a request to Purchasing/IT Department.

**Telecommunication Equipment -Company standards:** This is to be determined by the IT Department.

Any request for a mobile phone outside the company standard requires a statement of purpose signed by the Purchasing / IT Department head and approved by the Managing Director / Financial Controller, or IT Manager.

**PROCESS**

An employee requiring a mobile phone must have their supervisor request the phone through their Senior Manager, or the school’s Financial Controller/nominee. The purchase requisition must then be forwarded to the Purchasing/IT Department. Once the purchase requisition has been recorded it will then be forwarded to the Purchasing Officer Supplies, who will then order the requested equipment, through the Preferred Supplier.

Drivers with mobile phones are to be advised to switch their telephone off and catch up with their messages when they reach their destination, if they do not have an in-car hands free kit.

##### Steps to take if/when a mobile phone is lost

##### Contact the Purchasing Officer Supplies, who will in turn notify the service provider who will block your handset and render it useless for other people.

If phone is retrieved, again notify the Purchasing Officer Supplies, who will arrange for re-connection.