



### **Mobile Telephone Acceptable Use Policy**

Date of last review:	February 2015	Author:	FRD
Date of next review:	February 2018	Owner:	FRD
Type of policy:	<input type="checkbox"/> Network-wide <input checked="" type="checkbox"/> Set for school <input checked="" type="checkbox"/> Tailored by school	Approval:	Local Governing Body
School:	Ark St Alban's Academy	Key Contact Name:	Judith Hunt
Key Contact Email:	<a href="mailto:judith.hunt@arkstalbans.org">judith.hunt@arkstalbans.org</a>	Key Contact Phone:	0121 446 1320

In providing you with a mobile telephone, the academy is committing a significant resource which will help improve your access to sending and receiving communications. This mobile telephone usage policy is designated to help you understand our expectations for the use of this resource and would like to be absolutely clear on the following points:

- The mobile telephone is a tool provided at significant cost.
- It is to be used for work related purposes i.e. to contact surgeries, clients and prospective clients, other outreach workers, the main office, official network organisations, jobcentres, employment zones and childcare provisions in the course of your work etc
- All ARK/St Alban's policies apply to your usage of the telephone, especially those that deal with privacy, misuse of academy resources, confidentiality and data security

#### **Detailed Mobile Telephone Usage Provisions**

- The telephone remains at all times the property of St Alban's Academy and as such you will be required to exercise due care of the equipment
- Where there is an accessible landline, this to be used instead of the mobile (where possible) for making telephone calls
- Your personal usage to be recorded and a return must be submitted disclosing the level of personal use

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- Payment to be made to St Alban's Academy for all personal calls
- Staff members issued with a mobile will be required to sign a statement indicating that they have read and understood the mobile telephone policy and agree to terms and conditions

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Full Name (block capitals) \_\_\_\_\_

I have received a written copy of the Mobile Telephone Acceptable Use Policy. I fully understand the terms of the policy and agree to terms and conditions of usage.

I realise that usage will be monitored and if any abuse is detected the mobile telephone will be withdrawn.

Signed \_\_\_\_\_ Date \_\_\_\_\_

#### **Mobile Phone Procedure**

The School's mobile phone contract is currently held by EE until November 2018.

#### **Mobile Phone Procedure**

Members of staff, whom are provided with mobile phones to carry out their duties, should comply with the following procedure in accordance to ARK requirements

#### **Telephone Policy Document**

When issued with a mobile phone, staff, are asked to sign the Mobile Telephone Acceptable Use Policy document

#### **Mobile Phones Queries**

In order to prevent unauthorised access and amendment to the mobile phone accounts an authorised person has been nominated. This person holds the EE password and has the authority to contact EE where there is a query or problem with a mobile phone.

The nominated persons are currently:

Debbie Smyth

In the first instance queries should be passed to this named individual.

#### **Reimbursement of Personal Calls**

All personal calls must be recorded and a reimbursement made.

A copy of each invoice will be passed to mobile phone holders towards the beginning of the month asking them to make a cheque payable to St Alban's Academy for any personal telephone calls they have made during the previous month.

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Where no personal calls have been made a nil response will be required.

Where staff have made personal calls they should hand their cheques into the Finance Manager, who will arrange for them to be paid in.

**Ordering Phones**

Orders for replacement phones and/or accessories should be placed through the Authorised contacts (as above).

**Using Mobile Phones Worldwide (including America)**

Due to differing requirements for the use of mobile phones worldwide, standard mobiles may not be able to be used in certain areas.

If the phone is required for use abroad contact Dermot Short, prior to your visit – please note adequate notice is required.

Where possible the phone will then be made available for use.

**Returned Phones**

Any phones returned back to school will have the contract cancelled instantly.

**Damage to Mobile Phones**

Any damage to mobile phones due to misuse or negligence will be charged to the member of staff holding the phone as appropriate.