



# Bishop Bridgeman Church of England Primary School

## Mobile Phone Policy

This policy will apply to all employees who are issued with a school mobile device.

### General Policy

Blackberries or mobile devices will be issued to school employees whose role is of such that a mobile device is considered necessary to assist them in the performance of their roles or duties.

Requests for a school mobile device must be made via line managers and approved by SLT. The criteria will be made based on:-

- the amount of time out of the office on work related duties,
- employees for whom it is necessary to make essential work related calls off site as part of their normal course of work, staff who are required to be contactable in an emergency situation when working off site,
- employees who are on call after normal business hours

The mobile devices are expected to be primarily for work related calls or emails and the devices are therefore provided at no cost to the employee.

### Use of Mobile phones

It is recognised that some employees would prefer not to have both a business and personal device and will therefore opt to have a business mobile device only and to use the business mobile device for personal calls. In those cases, a monthly contribution of £10 is required to cover personal usage of a reasonable level. In the case of extremely high usage for personal calls, a higher contribution will be agreed with the School Business Manager.

Employees must inform the School Business Manager if they are opting to use the mobile devices for personal calls so that arrangements can be made for a deduction to be made directly from their monthly pay.

### Health & Safety

It is a criminal offence to drive (or have another person drive) a motor vehicle (including motorbikes) while using a "hand-held" mobile phone. "Driving" includes sitting in a stationary vehicle with the engine on. And it is the activity of using a phone that is prohibited, not a certain type of phone. Even a "hands-free" phone can be considered "hand-held" if it is held at some point in a call. The use of a device using Bluetooth is acceptable.

### Responsibility for devices

All mobile devices issued are the property of the School. Employees must take reasonable care and hold responsibility for the mobile devices. If a mobile device is lost or stolen, it should be reported immediately to line managers and to the School Business Manager.

If a mobile device is broken or faulty, the handset should be returned to the School Business Manager for a replacement handset.

Depending upon the circumstances in which the mobile device was lost or broken, the school will be responsible for replacing the handset. However, if carelessness on the part of the employee can be shown as the cause of the loss, the employee will be required to meet the cost of the replacement.

Upon termination of employment, the employee must return the handset to the School Business Manager. Any accessories supplied by the school for the use of the handset must also be returned.

### **Conditions of Use**

School mobile devices must be on at all times during business or call out hours, except when driving (unless blue tooth is available).

Members of SLT may have contracts that stipulate they are contactable out of office hours and should therefore ensure that the mobile device is switched on.

Calls from a mobile must be kept to a minimum and in circumstances where a fixed telephone is available to make outgoing calls, then use of the mobile for that purpose is discouraged.

School Business Manager

### **Mobile Device – List at September 2017**

<b>Name</b>	<b>Position</b>	<b>Device</b>	<b>Number</b>	<b>Date of Issue</b>
Mrs J Pilling	Principal	Apple Iphone4	07718701582	May 2012

**Date of Last Review: September 2017**

**Date of Next Review: September 2018**