

## Policy for staff issued mobile phones

### **Purpose of the policy:**

This document sets out the policy for the use of staff issued mobile phones in St. Projects. The policy outlines St. Projects approach to:

- The approval process for supplying mobile phones/devices to staff of St. Projects.
- The upgrade approval process for supplying mobile phones/devices to staff of St. Projects.
- The obligations on the staff member in relation to the care and use of mobile phones.

Mobile phones will only be provided where it has been established (following consultation with senior management and approval by the Board of Management) that the use of a device is of significant benefit in assisting the user in discharging his/her duties within St. Projects.

### **The approval process:**

#### **For new users/accounts:**

- Once it has been agreed that the use of a device is required to assist the staff member in discharging his/her duties the user should contact the administration office to request a list of available handsets and/or devices.
- Applicants will be contacted to collect the device when it is received by administration office.
- All handsets will be delivered with suitable protective casing and all users are expected to ensure the casing is fitted to the device before use.
- Appropriate tracking apps should be used should the phone get lost.

#### **For existing users who need to upgrade the device:**

- Once it has been established that the continued use of a device is of significant benefit in assisting the user in discharging his/her duties and that an upgrade is required (Note the expected lifetime of a mobile device is 24-36 months), the user should contact the administration office to request a new handset.
- In line with St. Project's fixed asset policy and procedures, and irrespective of the working order of the existing device, ***no replacement devices will be issued until the existing device is handed into the administration office.***
- Users should remove all files, images, account data from their existing device and complete a factory reset before handing the device back to the administration office.

### **Selection of mobile phones available:**

- To guarantee value for money (and in line with best practice) St. Project's will issue users with a selection of devices, based on technical specifications, costing and availability.

### **Payment plans:**

You will be advised of the payment plan association with the device/mobile phone.

The monthly tariff **does not** include:

- SMS/calls to premium numbers.
- Calls to 1800, 1850 numbers.
- SMS/calls to international landline and mobile numbers.
- Roaming outside of the EU region.
- Additional data used over the monthly allowance for one billing period.
- Subscription services e.g. Spotify.

To ensure minimum expenditure users should note what is excluded from the monthly tariffs. Each user may receive a copy of their monthly bill and should bring to the attention of administration office any unexplained and/or additional charges for follow up with the mobile operator.

Users are requested to contact the administration office at least 48 hours in advance of travelling/roaming to ensure that the user is on the best available rates for their destination and to avoid the potential bill shock experienced when roaming.

Any private calls/data usage that incur additional charges outside of the monthly tariff must be reimbursed to the caller by the user. It is the responsibility of the user to check their billing information and arrange reimbursement of additional charges from private use.

### **Some facts on data usage:**

To help you manage your data consumption and control costs users should note how much data can be consumed by some common phone applications:

- Sending 1 email: 20KB
- 1 Social media update (with photo): 350KB
- Instant messaging for 1hour: 1MB
- 1 hour of web browsing: 10MB
- Streaming 1 hour of music: 28MB

- Downloading one app: 40MB
- Streaming 1hour of video: 117MB

**Tips to reduce mobile data usage:**

The following tips may help to reduce mobile data usage (and cost):

- Connect to Wi-Fi wherever possible
- Turn off push notifications on apps from which you do not need real-time updates
- Use an app to keep track of your data usage; there are a wide variety of these available now
- Close apps fully when you're not using them - this will stop them from using data in the background and will save your battery
- Reduce the quality of the video you are watching
- Turn off the auto play video function on social media sites
- Turn automatic update off for apps, this will give you the choice to update when you are connected to Wi- Fi.

**Mobile phone user obligations:**

Mobile phone access is provided for officially approved purposes only i.e. St. Project's school related business.

St. Projects staff must comply with all policies, legislation and regulations applicable to the use of mobile phones.

St. Projects staff must comply with the AUP for staff.

Mobile phone usage should be able to withstand public scrutiny and/or disclosure.

Staff should not use the mobile phones in a way that could defame, harass, abuse or offend individuals or organisations.

St Projects reserves the right to audit any or all St. Projects funded mobile phone usage and staff may be called upon to explain their use of the school funded mobile phones.

Users are responsible for their monthly bill and they must highlight any errors found.

When policies are not adhered to, the relevant device/s may be withdrawn and the number can be cancelled.

Should a mobile phone be lost or stolen, the user must report the matter to the administration office within 24 hours for notification to service providers and replacement.

Users must care for and use the phones in their possession in a responsible manner and use the protective casing supplied.

Breakages, damage or loss of equipment may necessitate the reimbursement of any associated costs incurred by St. Projects, in relation to the repairs or replacement of the affected equipment. Please contact the administration office for an approved list of repair shops that users can bring their device to or to get advice on warranty terms and conditions.

Users are required to keep mobile phones clean and in serviceable condition.

Staff are reminded only to use their St. Projects issued phone during normal work hours. St. Projects staff are reminded to comply with regulations such as the Working Time Act, to protect their own wellbeing and work life balance.

Staff will be required to surrender the phone when on leave.

Date approved by Board of Management :

Signed :