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MOBILE PHONE POLICY - STAFF

INTRODUCTION:

Where a mobile phone has been issued by the Parish Council, it is for business use only and at all times will remain the property of the Council. The user(s) will be responsible for its safekeeping, proper use, condition and eventual return to Council. If any repair or replacement is required, the Council will organise this.

ABOUT THIS POLICY:

A mobile phone is provided primarily to enable the user to do their job when working away from the office. Therefore, it is the user's responsibility to ensure that the mobile phone is kept charged and switched on whilst on duty.

Users should not sign up to text-based information services. The use of the internet on Council mobile phones is strictly prohibited. Smartphone users should only use the internet to access emails and for other essential parish council use.

Unless agreed by the Clerk, applications and other programmes may not be downloaded to any mobile phone under any circumstance.

The SIM card from Council mobiles should not be placed into any other mobile, unless to another Council issued mobile phone. Neither should the camera facility be used for anything other than work purposes.

The user agrees that upon termination of employment, should they not return the allocated mobile phone, the cost of replacement, or a proportional amount of this as decided by Council, will be deducted from any final monies owing.

Breach of this policy may be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

The Proper Officer has overall responsibility for this policy, including keeping it under review.

USE OF A MOBILE PHONE WHILST DRIVING

The user must ensure they have full control of any vehicle that they are driving at all times. It is an offence to use handheld mobile phones whilst driving or whilst the engine is turned on. The user will be liable for prosecution if they are holding a mobile phone, or any other type of handheld device to send or receive any sort of data, be it voice, text or pictorial images. It is therefore strictly forbidden for the user to use a handheld mobile phone whilst driving.

Individuals are personally responsible for the payment of any fine or fixed penalty (including any externally raised admin charges) incurred whilst in charge of the vehicle. Any conviction

for driving offences, any driving endorsements and any fines incurred must be reported immediately to the Clerk as this may affect the Council's insurance.

It should be noted carefully that a breach of the Council's rules on the use of a mobile phone whilst driving may render the user liable to action under the Disciplinary Procedure.

LOST OR STOLEN MOBILE PHONES

The user is responsible at all times for the security of the mobile phone, and it should never be left unattended. A PIN number, as supplied, should be used.

If the phone is lost or stolen, this must be reported to the Clerk immediately to ensure that the account is stopped and there is no unauthorised usage. In the event of theft of a mobile phone, the incident must also be reported to the police and an incident number obtained (please provide this number when reporting the loss to the Proper Officer).

MONITORING OF USAGE AND COSTS

The Council receives itemised billing for all mobile phones and this is monitored on a monthly basis. The billing system identifies all calls, texts and data usage (if appropriate) and the costs related to this, by user, destination, duration, frequency, etc. High or clear personal usage will be reported to Council for investigation (high usage is defined as usage which falls outside of the normal usage pattern for the individual, or outside of the usage pattern in comparison to other similar users).

This monitoring will allow the Council to identify any areas of potential misuse or training that may be required, or to negotiate with suppliers any necessary changes in tariffs to ensure cost efficiency. If it is found the mobile has been misused, the Council may, after formal investigation, take action under the Disciplinary Procedure.

PERSONAL USE OF OUR SYSTEMS:

Please refer to our IT and Electronic Communication Policy for acceptable usages.

RELEASE OF MOBILE PHONE:

The Parish Clerk hereby authorises the release of the following: