



COISTE GAIRMOIDEACHAIS CHATHAIR CHORCAÍ CITY OF CORK VOCATIONAL EDUCATION COMMITTEE

MOBILE PHONE POLICY

The aim of this policy is to provide employees with guidelines regarding the appropriate use of the mobile phone supplied by City of Cork VEC (CCVEC). Reference is also made to the use of mobile phones on private business.

Eligibility

Mobile phones may be provided where CCVEC deem it necessary, for example, if the employee's duties require them to spend time out of the office and/or to be contactable outside the normal hours of work.

Service Provision

All mobile phones are on a corporate contract negotiated and administered centrally by the IT Department. All purchase negotiation, replacement, service changes and other matters relating to mobile phones must be carried out by the IT Department.

A senior member of staff must request in writing, or by email, all mobile phones on behalf of their centre. The make and model of phone provided to employees will be determined by the required functionality and may be subject to standardisation by CCVEC.

The user of the mobile phone will be required to sign a receipt (acknowledging their awareness of and agreement to comply with this policy) for the relevant equipment. In some situations phones are used by multiple people (e.g. a phone for clubs and societies). In this situation the centre manager should ensure that a usage log is retained detailing the person to whom the phone is assigned along with corresponding dates and times. Such users should sign the log detailing when they received and returned the phone. The centre manager should also ensure that this policy is brought to the attention of such users.

Use

The mobile phone is provided primarily to allow contact with the staff member by other staff or agencies. It is not the intention of CCVEC to specify a list of agencies to which calls may be made or to limit the ability of its staff to communicate effectively in pursuit of their responsibilities. However, in the case of caretaking grades the following list will apply;

- Principals, Deputy Principals and College staff
- Designated Security Company
- College Suppliers and contractors

CCVEC reserves the right to restrict the functionality available on phones to reflect the duties of employees. In certain circumstances restrictions relating to international use, roaming, premium calls etc. may be applied on an individual or group basis as deemed necessary by CCVEC.

Employees must comply with all policies, legislation and regulations applicable to the use of mobile phones. Mobile phone usage should be able to withstand public scrutiny and/or disclosure. Employees should not use the mobile phones in a way that could defame, harass, abuse or offend individuals or organisations.

Use While Driving

The use of a mobile phone while driving is illegal. You must not use the mobile phone whilst driving and must either turn the phone off or allow calls to be diverted to voice message.

In the event that you have installed a hands free kit to your car for using the mobile phone supplied to you, you are strongly advised by way of a guideline to observe the following procedure in respect of the use of same:-

- Move to a safe place and stop the car.
- Make or answer a telephone call.

CCVEC does not bear any responsibility for fines, penalty points and/or increased insurance costs incurred as a consequence of the unlawful use of a mobile phone provided by the Committee whilst driving.

Use of mobile phones in the office

In circumstances where a fixed telephone is available to make outgoing calls then use of the mobile phone for that purpose is discouraged.

Private mobile phones are allowed for use the workplace during working time however such usage should be kept to a minimum so as not to interfere with work or to become a source of distraction for your work colleagues.

Private use

While your mobile phone has been issued to you for work purposes it is accepted that from time to time an employee may need to use the mobile phone for personal calls. It is expected that employees will endeavour to keep such calls to a minimum and where possible to use a land line in the first instance.

CCVEC mobile phones are not to be used for individual "business" or private matters related to personal income generating activities. Calls to premium rate numbers should not be made; any such calls made must be on an exceptional basis and may be subject to recoupment of monies from the individual.

Recoupment of Cost of Personal Calls

If it is found that an employee is using his or her phone irresponsibly in respect of personal and/or premium calls, then the employee may have the phone removed or be requested to reimburse City of Cork VEC (CCVEC) for excessive personal calls. Such a decision will be made by the Chief Executive Officer or his deputed Officer, following consultation with the individual concerned.

While regular bills will not issue to employees, activity will be monitored and exceptional charges outside the terms and conditions of the corporate contract may result in an official request from CCVEC to recoup these costs from an employee as appropriate. Continued excessive personal calls on the mobile phone may result in its withdrawal.

Each center manager will receive details of bills for all phones associated with that centre. Employees can request copies of their individual bills via their centre manager if desirable.

Travelling Abroad (Roaming)

Employees should be aware that the use of mobile phones while travelling abroad can have significant cost implications. This applies to:

- the making/receipt of calls and sending/receipt of texts.
- the use of corporate email on their phones.
- internet access, twitter, facebook updates, youtube access etc.

Should an employee have occasion to travel with their mobile device, they should:

- Authorise the use of the device by the respective centre manager.
- Contact the IT Department to ensure that the device will operate in the country concerned, that it is on the correct tariff and configured correctly for corporate email access etc.
- Minimize as far as possible the use of the device in the conduct of their business duties.

Diverting fixed telephone when out of office

If an employee is out of the office and has his or her mobile switched on, then it may be appropriate for the employee to divert calls coming in via their fixed telephone to their mobile phone.

Lost or broken phones

CCVEC expects all employees who have been allocated mobile phones to take the utmost care and responsibility for them. If a phone is lost, it should be reported to the Information Technology Manager, as soon as it is noticed missing. Depending on the circumstances in which the phone was lost, CCVEC will be responsible for replacing the phone unless carelessness on the part of the employee can be shown as the cause of the loss.

In circumstances where it has been shown that the employee's carelessness contributed to the loss of the phone then the employee may be required to pay the whole, or contribute to, the replacement cost. If the phone is faulty or broken, then notify the Information Technology Manager, as soon as possible so a replacement phone may be supplied.

Upgrades / replacements for existing phones must be requested and sanctioned through the Information Technology Department.

Leaving employment

On leaving employment, either through retirement, resignation or termination, the employee must return a company issued mobile phone to the Information Technology Manager. Any battery chargers or other accessories supplied by the company for use with the mobile phone must also be returned. In some instances suitable alternative arrangements may be made to enable a mobile phone service transferred to the departing employee.

Occupational health and safety

The use of mobile phones in certain parts of the workplace and in company vehicles can create unsafe situations or potentially unsafe situations. Supervisors and managers are authorised to issue general notices or particular notices to staff regarding the use of mobile phones if they perceive a real or potential occupational health and safety risk. Staff are required to comply with such orders/directions/notices issued by supervisors or managers.

There has been considerable speculation regarding the possible damaging effects on health as a result of prolonged use of mobile phones.

Suggested Precautions:

- a. It may be advisable to avoid continued use of mobile phones for prolonged periods.
- b. The use of an approved hands-free set.

The intention of these precautions is to advise only so that mobile phone users can make their own informed decisions.


Security

Mobile phones are subject to the guidelines set out in the Data Protection Acts. Users should note that:

- Personal, private, sensitive or confidential data should not be stored on mobile phones unless absolutely necessary in which case the IT Department should be contacted to ensure that the appropriate security measures are taken.
- Mobile phones should not contain unauthorised or unlicensed software.
- Security measures such as pin numbers, lock codes, pass codes etc. should not be disclosed or recorded in a manner that might result in them being available to third parties.

Compliance

Failure to comply with the above requirements may result in the service being withdrawn from either the individual and/or College/Centre. Where it appears that gross negligence or misconduct in the use of mobile phones may have occurred, an investigation will take place which may result in disciplinary action being taken against an individual. Such action may incur the full range of sanctions contained in both this policy and the CCVEC Disciplinary Policy.

Signed: 

Date: 5 / 10 / 10

Mr. T. Owens
Chief Executive Officer