

MOBILE PHONE GUIDANCE NOTES

1.0 Provision of Mobile Phones and Accessories

- 1.1 The provision and approval of mobile telephones and accessories needs to be managed effectively.
- 1.2 The following guidelines should be adhered to at all times:
- The allocation of mobile phones and accessories should only be granted when accompanied by the approval of the appropriate line manager and appropriate director.
 - As part of the College agreement all provision of mobile handsets and accessories must be made through the West Nottinghamshire College IT Department in accordance with the above authorisation.
 - The College has identified three phone models which meet the needs of the business. A particular model of phone will be allocated according to the job role of the requester. Any requests for non-standard models and accessories will be declined.
 - Before the issue of a mobile phone, the user will be required to sign an acceptance form agreeing to these policy guidelines.

2.0 Criteria of Mobile Phones and Accessories

- 2.1 Suggested criteria to consider for issue of a Mobile Phone
- Emergency first aid or child protection role (First Aid currently use radios)
 - Key external liaison role with need to rove frequently off College sites
 - Lone worker on frequent evening duties off site
 - Key role with on-call / call-out responsibilities
- 2.2 Please consider, if a person occasionally needs a phone for a business journey, this should be requested from one of the pool phones available at a reception desk. Only in cases where a job role requires frequent travel will a permanent phone be issued.
- 2.3 Suggested criteria to consider for issue of a Data Bundle
Key external liaison role with need to rove frequently off College sites and to have constant access to emails and outlook calendar.

3.0 Use of Mobile Phones and Accessories

- 3.1 Use of Handsets whilst Driving
West Nottinghamshire College requires that mobile telephones are NOT used whilst driving. Use of a hands free kit while legal is discouraged. If a call is to be taken or made during a journey by car, then the member of staff should find a safe place to pull over, stop the engine and make or take the call as necessary.

3.2 International Roaming

Unless authorisation is granted by the line manager and functional director, all International mobile calls will be blocked. Lifting the bar with the mobile provider for a defined period can only be made by contacting the IT Department and with your line manager's approval, please note that a minimum of 48 hours' notice is required.

3.3 Premium Rate Calls

Calls made to premium rate numbers (prefix all 09 numbers) are barred. If, under monitoring, it is found that calls have been made to chat lines etc. this will be viewed as serious and may lead to disciplinary action. This also applies to premium rate SMS messages and will lead to removal of the SMS facility if abuse is detected.

3.4 Cost Control Measures

It is anticipated that the introduction of some of the above and the suggested guidelines below will help reduce mobile communication expenditure.

- Do not divert your office phone to your mobile.
- Do not request callers to contact you on your mobile when travelling abroad.
- Do not allow usage of your mobile by any other person, except in case of emergency.
- If you are in possession of a PDA when travelling abroad, keep downloads from the internet and email transactions to a minimum as these very quickly run up an expensive bill.
- Do not sign up to any paid for services with a monthly or annual bill.

There is the potential for each operating business group to introduce automatic cut-off levels for each mobile user.

However, all mobiles have the following barred:-

- *premium rate calls and SMS; and*
- *international roaming.*

3.5 Billing

The College will receive a monthly consolidated invoice.

Itemised billing covering all individual usage will be available for viewing on line. If a line manager requires an individual log in please advise the IT Department.

3.6 Misuse of Mobile Devices

The use of mobile phones detailed in this document may be monitored on a routine basis. Specific monitoring of individuals will be carried out to investigate any instances where the College has reasonable grounds to suspect misuse.

Policy Agreement:

I have read and understood the College's attached IT and Information Security Policy, and Mobile Phone Guidance Notes and agree to be bound

Name:-

Signature:-

Date:-

IT Department Use

Name of member of staff in IT:-

Signature:-

Copy of fully completed form to kept in secure location by IT

College Owned Mobile Computing Device User's Agreement

I agree to take responsibility for the College Owned Mobile Computing Device/s and associated peripherals detailed below. I have read the West Nottinghamshire College IT and Information Security Policy and Mobile Guidance Notes and agree to comply with their requirements.

The agreement will start when I sign this document below date of issue, and will terminate when I return the device and all associated peripherals and sign the Agreement below date of return.

User Information		
Name:	User ID:	Job Title:
Department:		Phone No:
E-mail:		
Equipment Information		
Make & Model:	Tag Number:	

Peripherals: (List any peripherals issued with the device)	
Sign-off Information	
Date of issue:	Date of return:
User Signature:	User Signature:
Authorising Signature:	Authorising Signature:

Bring Your Own Device (BYOD) Policy – Copy for College Visitors

The College recognises that staff, students and visitors may wish to use electronic devices they own while on College premises. The College is supportive of users utilising their own equipment but must ensure that people comply with Data Protection and Health & Safety legislation.

Mobile devices are used at the owner's risk. The College will take no responsibility for accidents occurring as a result of the use of a personal device.

Users may charge mobile devices in College power outlets in order to maintain their use during their time onsite. However, users are responsible for performing a visual inspection of their device including cables and leads to ensure that there are no visible signs of damage. User checks should be carried out before most electrical equipment is used, with the equipment disconnected. Individuals should look for:-

- damage to the lead including fraying, cuts or heavy scuffing, e.g. from floor box covers;
- damage to the plug, e.g. to the cover or bent pins;
- tape applied to the lead to join leads together;
- coloured wires visible where the lead joins the plug (the cable is not being gripped where it enters the plug);
- damage to the outer cover of the equipment itself, including loose parts or screws;
- signs of overheating, such as burn marks or staining on the plug, lead or piece of equipment;
- equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments or where water spills are possible.

Where there are any of these signs or anything else of concern then the device MUST NOT be connected to College power outlets.

Users must ensure their device and cables do not represent a trip hazard.

Users will be allowed to connect to the internet but will be subject to the normal College web filtering rules. Users are responsible for ensuring that their device is not used to access any illegal material or anything that would contravene the College Internet and Email Policy.

Users will be able to access the internet to assist them with their work or studies. Access to the College network including home directories will not be available on personal devices.

Users must enter their student/staff login credentials in order to access the internet on their device. This will allow tracking of all sites visited and enforcement of standard College web filtering.

Visitors are free to use their own devices subject to the requirements above. All visitors will be issued with a copy of the BYOD section of the Mobile Computing Policy if they request internet access, and will be issued with temporary login credentials.