



*Thinking Schools Academy Trust*  
**“Transforming Life Chances”**

**ICT Mobile Device Policy**

This policy was adopted on	May 2018
The policy is to be reviewed on	May 2022

## **1. INTRODUCTION**

- 1.1 The widespread use and ownership of mobile devices has changed the way that people communicate and access information. Mobile devices may be an Academy or personally owned/provided, smartphone, tablet, notebook/laptop, watch or other technology, that usually has the capability of wireless communication. The device also may have access to the wider internet, which may include the Academy's online platforms and services.
- 1.2 This policy aims to promote safe and appropriate practice through establishing clear guidelines for the distribution and use of mobile devices, balancing protection against potential misuse with the recognition that mobile devices are effective communication tools.
- 1.3 This policy applies to all users who have access to Academy owned/provided mobile devices, or use a personal mobile device with the Academy. This includes directors, committee members, staff, students, volunteers and visitors.

## **2. Definitions**

- 2.1 "The Academy" means Thinking Schools Academy Trust.
- 2.2 "Mobile devices" means any mobile telephone, smartphone, tablet, notebook/laptop, watch or other technology that usually has the capability of wireless communication whether or not it is connected to the Academy's wireless network.
- 2.3 "ICT facilities" means all IT devices, facilities, systems and services including, but not limited to, network infrastructure, desktop computers, laptops, tablets, phones, personal organisers, music players, software, websites, web applications or services and any device, system or service which may become available in the future which is provided as part of the ICT service.
- 2.4 "Users" means directors, committee members, Regional Governing Bodies, Academy Advisory Boards, staff, students, trainees, volunteers, temporary guests, and all other persons.
- 2.5 "Personal use" means any use or activity not directly related to the users' employment, study or purpose.
- 2.6 "Essential use" means use required for the correct operation of the Academy and its services, including roles that require frequent travel, remote working, essential or/and out of hours' communication.
- 2.7 "Beneficial use" means use related to the operation of Academy that is usually performed infrequently.
- 2.8 "Authorised Personnel" means employee(s) authorised by the Academy to perform systems administration and/or monitoring of the ICT facilities.

### 3. Policy Statement

- 3.1 Mobile devices provide the ability to improve communication and the accessibility of information, however they also provide enhanced functions that can cause concern, and which could be susceptible to misuse. Misuse includes, but is not limited to, the taking and distribution of indecent images, exploitation and bullying.
- 3.2 When mobiles devices are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.
- 3.3 Personal Mobile devices may not be used to make recordings, including but not limited to, audio, video or pictures, unless it is a public area or is to capture mechanical or electrical equipment failures. If a mobile device is used to take audio, video or photographic recordings of any individual then you must ensure that consent has first been obtained from that individual in accordance with our Data Protection Policy so as to avoid a potential breach of the data protection rights of that individual.
- 3.4 Whilst within the Academy's premises, or participating in Academy activities, the use of mobile devices in private, vulnerable or sensitive locations is strictly prohibited, such locations include, but are not limited to:
- sleeping areas;
  - changing areas;
  - toilets; and
  - bathrooms.

Within these areas mobile devices must not be used at any time, without explicit authorisation from the Academy. Authorisation of use within private, vulnerable or sensitive locations will only be permitted in limited circumstances and requires all occupants of the area to be informed before any such use.

- 3.5 Mobile devices should be used in a manner that is professional, morally acceptable and above all, respectful to others.
- 3.6 Mobile devices that contain inappropriate content, including applications, wallpapers, ringtones and notifications must not be brought into the Academy or connected to Academy systems or services.
- 3.7 Mobile devices may not be connected to the Academy ICT facilities without the express permission from Authorised Personnel. When permitted, mobile devices may only be connected to the authorised systems and services, and used only for the explicit purposes that have been permitted.
- 3.8 When used within the Academy or connected to the ICT facilities, the Academy may monitor the connected mobile device, whether owned/provided by the Academy or not, and all usage is subject to the Academy's policies including, but not limited to, the Acceptable Use Policy, Data Protection Policy and Information Security Policy.
- 3.9 Mobile devices owned/provided by the Academy will be managed using a Mobile Device Management (MDM) service. The use of an MDM allows the Academy to distribute applications, provision configuration settings and security policies to the device, and may include the ability to remotely locate and disable or 'wipe' device, at any time.

- 3.10 Users are responsible for the content contained upon their mobile devices, and for ensuring they have an adequate backup of the content, at all times.
- 3.11 The Academy accepts no responsibility for use, loss, theft or damage of any mobile device or the data contained therein as a result of an individual acting outside of the terms of any Academy policy. The Academy accepts no responsibility for repair and maintenance of any mobile device not owned/provided by the Academy.
- 3.12 Personal Mobile devices should not have applications on, which are left open (without the need for a secure password) that enable access to Academy personal and special category data.

#### **4. Student Mobile Devices**

- 4.1 Students are strongly advised that personal mobile devices should not be brought into the Academy.
- 4.2 Personal student mobile devices must be turned off (not on silent) and out of sight unless use is expressly permitted by a member of staff for use as a “learning tool”, e.g. to take photographs of their work for a portfolio, access information during a lesson or tutor time. However, Students will not be permitted to use a mobile device to listen to music.
- 4.3 Mobile devices must not, under any circumstances, be taken into any external examination area or any private, vulnerable or sensitive location.
- 4.4 Mobile devices must not be used for communication between parents/carers and students during the learning day. Any communication should only occur through the official communication channels.
- 4.5 Any student using a mobile device will have their mobile device confiscated and any refusal to hand over a mobile device when requested will be treated as a disciplinary matter.
- 4.6 Students may be permitted to use Academy owned/provided mobile devices for educational purposes. Any provided mobile device remains the property of the Academy and must not be removed from the Academy unless expressly permitted by a member of staff. At the end of each session, loan period or other permitted use, the mobile device must be returned to the appropriate location within the Academy.

#### **5. Personal Staff Mobile Devices**

- 5.1 Personal mobile devices should not be used excessively during working hours. If the Academy considers that a member of staff is excessively using their mobile device during working hours, the Academy reserves the right to request the member of staff to turn the device off, other than during break periods.
- 5.1 Staff are not permitted to use their personal mobile devices for contacting parents/carers and students. Any communication should only occur through the official communication channels.

## **6 Academy Owned/Provided Staff Mobile Devices**

- 6.1 Mobile devices may be issued to staff where operational requirements or health and safety considerations require the use of a mobile device. Provision of a mobile device may fall into one of two categories, Essential Use and Beneficial Use. Essential Use users, will usually be provided with a Smartphone to allow access to the Academy's online platforms and services. Beneficial Use users, will usually be provided with a standard mobile phone handset that may not access Academy's online platforms and services.
- 6.2 Staff requests for a mobile device must be made by completing the application form in Appendix 1, and the application will require the authorisation of the appropriate line manager or budget holder.
- 6.3 The Academy provides a limited range of mobile devices and mobile tariffs. The most appropriate mobile device and tariff combination will be determined on the basis of information contained within the application form. Mobile device allocation is determined on the basis of cost effectiveness, not personal choice.
- 6.4 The Academy receives individually itemised mobile device bills on a monthly basis. Each bill includes the devices telephone number and tariff information, and the date, duration, telephone number and cost of all calls and SMS made/sent. The bill also includes details of any data used, if applicable.
- 6.5 The Academy does not permit the transfer of the Academy SIM card from the supplied mobile device to a personal device. Any transfer may incur substantial costs for incorrect tariff usage and the Academy will seek full recompense for any additional charges incurred due to this action.
- 6.6 The Academy may withdraw or exchange a mobile device at any time, and the mobile device or tariff, may be transferred if it is deemed necessary to meet the needs of the Academy.
- 6.7 Mobile devices will be managed using a Mobile Device Management (MDM) service. The use of an MDM allows the Academy to distribute applications, provision configuration settings and security policies to the device, and may include the ability to remotely locate and disable or 'wipe' device at any time.
- 6.8 Mobile devices are issued with a SIM card for use within the UK, and use is not permitted outside of the UK unless previously agreed and authorised. Any non-authorised 'roaming' may incur substantial costs and the Academy will seek full recompense for any additional charges incurred.
- 6.9 Staff allocated a mobile device will be held responsible for the device and for all calls made and other charges incurred. The device must be kept secure at all times and use by anyone other than the named individual is prohibited.
- 6.10 Staff must not, under any circumstances, reallocate mobile devices to others without first seeking authorisation from the Academy. In the event that the Academy authorise the reallocation of a device to another individual, all elements of the contract including the phone number may also be transferred.
- 6.11 Mobile devices and the data contained within, must be managed and secured using the principles set forth within the Academy's Information Security Policy, at all times.

- 6.12 Mobile devices may be provided with limited call, text and data allowances. Staff are required to monitor their usage to ensure that excess charges are not incurred. Any excessive costs associated with the use of the mobile device are outside of this policy.
- 6.13 Mobile devices provided by the Academy are primarily for work-related communications and activities. HM Revenue and Customs guidance does permit a member of staff who has been issued with a mobile device to make personal use of the device but only when the personal use is “not significant”.
- 6.14 Staff may use the Academy provided mobile device for personal use the Academy will not charge for the related costs, subject to a fair use. If the device is used for personal use, the Academy reserves the right to contact the member of staff at any time. Should a member of staff not be repeatedly non-contactable, then the Academy reserves the right to charge the member of staff for any personal use.
- 6.15 The Academy will not, at any time, pay for the use of premium text and call services (e.g. entering competitions; voting on television programmes; chat lines, photo messaging etc.), or for the use or download of any media and applications. Any applications required for business use must be procured through the Academy's Information Services.
- 6.16 Any applications that are used or downloaded for personal use must comply with all of the Academy's policies, and must be used within any monthly data connection allowance, should one be provided.
- 6.17 Staff are responsible for all and any costs outside of the policy, which are not reasonably incurred as part of their role within the Academy.
- 6.18 Mobile devices remain the property of the Academy at all times and must be surrendered when a member of staff ceases employment or on demand by their line manager, Academy Human Resources or Academy Information Services.
- 6.19 Mobile devices that are lost or stolen must be reported immediately, and at least within no more than 24 hours, to Academy, and to the Academy Information Services so that the mobile device can be deactivated. Staff are required to keep the mobile device's IMEI (if applicable) number separately as this will be needed to deactivate the handset. Staff are required to provide all information that could be used to retrieve or locate the mobile device.
- 6.20 Mobile devices are usually only supplied with a 12-month warranty for any technical failure. The warranty does not include accidental damage and staff are required to use the device with care. The Academy does not provide accidental damage cover.
- 6.21 If a member of staff damages or loses more than two mobile devices within any one-year period, then the Academy reserves the right to refuse to issue any further devices to that individual.
- 6.22 Mobile devices must not be used whilst undertaking any task where safety is important and where its use might interfere with concentration. Staff must not use mobile devices whilst driving and the Academy will not be liable for such use, and will not pay any related fines and the member of staff may face disciplinary action.

**APPENDIX 1**

I have read and understand the above information about appropriate use of Academy provided mobiles devices and I understand that this form will be kept on file at the Academy.

<b>Mobile Device Request Form</b>		
<b>Academy</b>		
<b>Department</b>		
<b>Reason for request</b>		
<b>Usage Type</b>	Essential <input type="checkbox"/> Beneficial <input type="checkbox"/>	
<b>I intend to use the mobile device for personal use</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Staff Member I have read the Terms &amp; Conditions governing the use of Mobile Devices</b>	<b>Name</b>	
	<b>Position</b>	
	<b>Signature</b>	
	<b>Date</b>	
<b>Director/Principal/Line Manager</b>	<b>Name</b>	
	<b>Signature</b>	
	<b>Date</b>	