



## MOBILE PHONE POLICY

Applies to:	All members, volunteers and employees
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Approval:	FHSS P & C
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Review by:	Kelly Slattery
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This Policy identifies how mobile phones will be used by FHSS P & C and employees. It also addresses how mobile phone etiquette issues will be managed.

### 1. PURPOSE

Ferry Hills State School P&C Association (FHSS P&C) is committed to ensuring that mobile phones (both personal and P&C supplied for work purposes) are used lawfully and responsibly within the work environment.

### 2. Scope

This policy applies to all members, volunteers, and employees of FHSS P&C when using a FHSS P & C issued mobile phone. For employees it also outlines the use of personal mobile phones at work. Failure to comply with this policy may result in the suspension of any or all technology use and privileges, and/or other disciplinary action.

All mobile phones must be managed in line with the Technology Policy.

### 3. Mobile Phone Etiquette

The following list provides examples of mobile phone etiquette:

- being mindful of conversation volumes when in the vicinity of others;
- ring tones that aren't offensive in either content or volume;
- being aware of situations and locations such as meetings or training, where phones should be switched to silent. As an alternative divert calls to message bank;
- consider if you need to take or make a call when in social settings and make provision for doing this in a quiet moment;
- ensure you follow any rules about mobile phone use in particular locations e.g. – hospitals, petrol stations or doctors' offices;
- compliance with the law by not taking photos or videos of others; and avoid having a conversation where the content involves confidential, personal, sensitive, or commercially sensitive information.

#### **4. FHSS P & C Mobile Phones**

Where a role or operations require, FHSS P&C Executive Committee (Executive Committee) may issue a mobile phone to an employee for work related communications. The phone must include a suitable case for protection and be set up using the requirements of the Technology Policy. The phone remains the property of FHSS P & C at all times. It must not be given to a third party (non-FHSS P & C employee) for use.

In the event of an emergency, a FHSS P & C phone may be used for personal purposes.

At all times, mobile phones must be protected from loss, damage, or theft. Examples of protection are – keep it locked away when not in use, keep it away from water, ensure it is in a protective case, ensure a surge protector is in use for charging, use a unique pin to unlock/ use the phone and ensure the phone meets the Technology Policy requirements.

For general wear and tear, FHSS P & C must oversee replacement, repairs, and maintenance of the mobile phone.

In the event a mobile phone is damaged, lost or stolen the mobile phone user must notify the Executive Committee as soon as possible to determine the next actions e.g. insurance claim, police report or recovery of costs from employee as a result of misuse, deactivation. This notification must be followed by a written explanation. A determination will also be made as to whether it will be replaced.

From time to time, the Executive Committee may require the employee to comply with certain phone call and data requirements as a result of the mobile phone plan. These must be complied with to ensure expenses are kept to a minimum.

Leaders:

- ensure compliance with the law at all times including when driving and using an FHSS P & C mobile phone;
- ensure that FHSS P & C issued mobile phones are protected from loss, damage or theft;
- notify the Executive Committee of any written reports of loss, damage or theft;
- notify the Executive Committee of faulty equipment to be fixed;
- ensure that personal mobile phone usage is restricted to break times unless it is an emergency;
- promote the etiquette, safe use and protection of mobile phones; and take steps to initiate disciplinary action (where necessary) in the normal course of operations.

Employees:

- ensure mobile phone plan requirements are complied with;
- ensure compliance with the law at all times including when driving and using an FHSS P & C mobile phone;
- take all practical precautions with FHSS P&C issued mobile phones to protect the equipment from loss, damage or theft;
- report lost, stolen or faulty mobile phones to their leader as soon as possible. This must then be followed by a written explanation including if a replacement phone is required;
- return the phone upon resignation, termination of employment, change of role (to one without a mobile phone) or at any time upon request;

- ensure all personal mobile phone calls are made/ taken on personal mobile phones at break times;
- follow mobile phone social etiquette; and
- acknowledge that actions contrary to this Policy may lead to disciplinary action and recovery of costs.

## **5. Personal Mobile Phones**

Employees have a duty of care to their employer at work and while undertaking work. This requires employees to consider when it is appropriate to take and make mobile phone calls. This is particularly the case where employees are in charge of the health and safety of children or working with others (who may be distracted) who also have this duty of care.

Employees must restrict their personal mobile phone calls to break times. Employees can request special consideration from their Leader if circumstances such as medical or family requirements apply. This doesn't apply to emergency situations.

FHSS P&C aren't liable for the loss of, or damage to, personal mobile phones or other electronic devices brought into the workplace.

**6. Risks**

	Risk	Control	RACI
1.	There is a risk that FHSS P & C mobile phones aren't protected caused by poor practices resulting in financial impacts.	a) Phones that are issued have hardware protection.	R – Executive Committee A – Executive Committee C and I – Employees
		b) The management of mobile phones is protected under the Technology.	R – Executive Committee A – Executive Committee C and I – Employees
		c) Acknowledgement of this Policy by all employees.	R – Executive Committee A – Executive Committee C and I – Employees
		d) Leader promotion of good practices.	R – Leaders A – Leaders C and I – Employees
2	There is a risk that mobile phone etiquette isn't followed caused by employees not being aware of, or following requirements resulting in poor reputational outcomes.	a) Acknowledgement of this Policy by all employees.	R – Executive Committee A – Executive Committee C and I – Employees
		b) Leader promotion of good practices.	R – Leaders A – Leaders C and I – Employees
3.	Employees use personal mobile phones in the workplace outside of break times due to a lack of a duty of care resulting lack of a duty of care resulting in poor work output, impacts to other employees or those being cared for.	a) Leader promotion of good practices.	R – Leaders A – Leaders C and I – Employees
		b) Disciplinary action and recovery of costs.	R – Executive Committee A – Leaders C and I – Employees

Legend	
R	Responsible
A	Accountable
C	Consulted
I	Informed

## **7. Disciplinary action and recovery of costs**

Disciplinary action and/ or recovery of costs may be taken where wilful damage, lack of regard for the law or health and safety or a failure to protect a FHSS P & C mobile phone or fulfil employee duties is proven against an employee.

Disciplinary action may include:

- a mobile phone not being reissued; and/or
- formal warning; and/ or
- loss of employment.

Recovery of costs may include:

- replacement of the mobile phone; and
- reimbursement for mobile phone calls, mobile phone plan or data.
- Illegal activity will be reported to the police.

## **8. Approval**

Any changes to this Policy must be approved at a FHSS P & C meeting.

## **9. Review**

This policy will be reviewed upon any material change in operational practices or Related documents. Otherwise, it will be reviewed triennially.

## **10. Related documents**

- 1) Accounting Manual for P & C Associations, v4.2, July 2019
- 2) Code of Conduct – P & C Association Ferny Hills State School