



### **STAFF MOBILE PHONE AGREEMENT**

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

**Staff must:**

1. Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet.
2. Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.
3. The Mobile Phone remains the property of John Chilton School and is only for use of the member of staff it is issued to.
4. Insurance cover provides protection from the standard risks but excludes accidental damage and theft from an un-attended car or your home. If the mobile phone is stolen from an unattended car or your home, you will be responsible for the insurance cover and its replacement.
5. Only software licensed by the school, authorised by the Head teacher and installed by the school's ICT staff may be used.
6. Should any faults occur with the mobile phone the School Business Manager must be advised as soon as possible so that they may arrange any necessary repairs. Under no circumstances should staff attempt to fix suspected faults.
7. LEA and school policies regarding appropriate use, data protection, misuse and health and safety must be adhered to by all users of the laptop.

**Details Of Mobile Phone Allocated**

**Make:**

**Serial No:**

**Asset No:**

**Member of Staff:**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

Authorised by Head Teacher \_\_\_\_\_ Date \_\_\_\_\_

Returned to \_\_\_\_\_ Signed \_\_\_\_\_

Date Returned \_\_\_\_\_