



Mobile Phone Policy

Goal:

To define the appropriate use of workplace mobile phones at the Rotorua Girls' High School Childcare Trust (RGHSCT).

Policy:

1. Workplace mobile phones are provided to teachers by the RGHSCT for work-related use only. They may not be used for personal reasons except in an emergency, or with the authorisation of the 'Person Responsible'.
2. The 'Person Responsible' shall make clear to all teachers the security implications of workplace mobile phone usage.
3. All mobile phone usage is subject to the Cybersafety Policy.
4. No apps or software may be installed on mobile phones without the authorisation of the 'Person Responsible'.
5. All mobile phones not in use must be stored in a secure location at the RGHSCT.
6. Workplace mobile phones may be removed from the grounds of the RGHSCT for use off-site with the authorisation of the 'Person Responsible'.
7. Any mobile phones taken off-site must be stored securely.
8. Workplace mobile phones may be used to take images of centre-related activities for use by the centre and dissemination to parents, subject to the Cybersafety Policy. Private mobile phones may not be used in this way.
9. All images and data stored on mobile phones remains the property of the RGHSCT.

10. Compliance checks:

- a. The 'Person Responsible' has the responsibility and authority to conduct regular spot-checks of workplace mobile phones to ensure compliance with the Mobile Phone Policy, the Cybersafety Policy, and all other relevant policies;
- b. Teachers are, on request of the 'Person Responsible', required to unlock and provide access to their workplace mobile phone;

- c. Any failure to comply with the request of the 'Person Responsible' will involve confiscation of the workplace mobile phone for further investigation, and will be deemed a breach of the terms of employment of that teacher to be addressed by the 'Person Responsible' and, where appropriate, the RGHST Committee Chair and/or full Committee.

11.Responsibilities:

- a. All mobile phones must be security code protected. The security code must not be disseminated.
- b. Reasonable care must be taken to prevent accidental damage, loss or theft of workplace mobile phones. In case of loss or damage to the workplace mobile phone, the 'Person Responsible' must be informed immediately. If there is risk of loss of private data, the Trust Committee must also be informed immediately.
- c. Mobile phones must be returned to the RGHST upon ceasing employment there or at any time upon request by the Trust Committee or the 'Person Responsible'.

This policy will be reviewed as per the policy review schedule.

Date: 8 August 2020