

Mobile Device Acceptable Use Policy

Policy Details	
Policy Owner	Director of Information and Learning Technologies
CE Sponsor	Deputy Chief Executive
Date created	28 March 2023
Version	
Approved by	College Executive
Date fully approved	27 June 2023
Date to be reviewed	March 2025

Version Control (Changes in this version)

Completely rewritten.

Equality Impact Assessment Tool

		Yes/No	Comments
1	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	Race or ethnicity	No	
	Disability	No	
	Gender	No	
	Religion or belief	No	
	Sexual orientation	No	
	Age	No	
	Marriage and Civil Partnership	No	
	Maternity and Pregnancy	No	
	Gender Reassignment	No	
2	Is there any evidence that some groups are affected differently?	No	
3	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	N/A	
4	Is the impact of the policy/guidance likely to be negative?	No	
5	If so, can the impact be avoided?	N/A	
6	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
7	Can we reduce the impact by taking different action?	N/A	

Introduction

This document sets out the Colchester Institute's policy concerning the allocation and use of college owned laptops, mobile phones, and tablets (termed and referred to as mobile devices for the purpose of this document) issued to staff.

Users and Departmental Line Managers must read the whole of this document.

Related Policies

- IT Security Policy
- Data Protection Policy

Scope

All College owned mobile devices are in scope of this policy. For clarification this does not apply to mobile devices not owned by the college, even when they are used on college premises. All users of these devices must abide by the College Information Security Policy when connected to the college network.

Policy

The College will only issue a mobile device where there is a clear business requirement, dictated by the requirements of the user's role. It is at the discretion of the SLT Manager, whether to issue a mobile device to a staff member or not.

The eligibility of a user for provision of a mobile device should be evaluated against one or more of the following criteria:

- The User is required to be available outside business hours to assist with critical business functions of the College (e.g., responding to emergency situations or 'on-call' service requirements).
- The User is required to regularly make or receive business calls when away from the office.
- The User is required to spend frequent or prolonged periods away from their desk.
- The User is required to spend frequent periods working alone or where there are other health or safety concerns.
- There is an identifiable and proportionate benefit to the College.

Mobile devices may also be issued to a department, rather than to an individual, where there is a clear and legitimate need, e.g., Maintenance teams or where there is an on-call rota in place. The College may choose to replace devices when business need or technological change dictates.

Mobile phones are provided to staff members of the College for business use and as such, the phone's number will be published unless, with the appropriate SLT member's approval, a request is made via the ILT Service Desk for the number to be withheld.

The mobile devices and all peripheral equipment such as leads/chargers etc. remain the property of the College and must be returned to the ILT Service Desk if the device is upgraded, withdrawn, or on termination of employment. Spare chargers and protective screens/covers are not provided by the College. Devices that have reached the end of their working life must be disposed of legally as they fall under WEE regulations.

Responsibilities

Once a device has been issued to a member of staff, they will assume the responsibility for the physical security of the device and report immediately loss or damage of the device to the ILT Service Desk. Ownership will only be transferred when the item is returned to the ILT Service Desk.

When leaving the College, all College owned mobile devices will be returned to the ILT Service Desk, factory reset and fully functional prior to the employment end date. It is the employees' responsibility to return the items in person. The Line Manager is accountable for the recovery of any items not returned after the employee has left.

If a mobile device is deemed to be shared within a department. The departmental manager is the owner and assumes all responsibilities of ownership.

Users allocated a mobile phone will be responsible for all calls and data usage. Both are fully monitored. Excessive usage will be flagged with the line manager and the user required to explain the business reason for the use in these cases.

Mobile Device Usage

Mobile devices issued by the College are to be used primarily for work-related business and communications. Devices which are provided solely for business use are tax exempt under Section 316 ITEPA 2003, as long as any private use is not significant.

All mobile devices must be secured by a pin or password. A Windows laptop or Google Chromebook will have enterprise level security applied and controlled using the college provided staff username and passwords. Where applicable this will be enhanced using multi factor authentication.

Mobile phones will be secured using an Apple or Google account which uses the owner's college email address. This ensures that in the case of a forgotten pin the device can be

restored by the owner or the ILT Service Desk. If a pin is forgotten and is not recoverable the cost of a new mobile phone will be charged directly to the owning department.

Use of, or subscription to, premium and/or interactive mobile services using a college device is prohibited. This includes, but is not limited to, the downloading or forwarding of ringtones and streaming of videos and television services. Any costs associated with misuse are the responsibility of the user.

College mobile devices must be used in accordance with all applicable legislation and College policies, specifically the College's Information Security Policy and Data Protection Policy.

When visiting public sites, users should be aware of, and respect local policies regarding the use of mobile communications devices. For instance, it may be necessary to switch such devices off in hospitals, courts etc. If in doubt, local staff will be able to advise on local policies.

If you are using a mobile phone, be mindful of being overheard and take steps to protect confidentiality. This can be challenging, particularly on public transport, so the call may best be taken later.

Voicemail has been provided on all College handsets so that messages can be left if you are unable to answer a call. Voicemail greetings should be personalised by the user with a suitable message which invites the caller to leave a message.

If you are using a data-centric device such as a smartphone or a tablet it is recommended that you connect to Wi-Fi services where available to ensure that your mobile data allowance can be used where no Wi-Fi is available.

If you have a requirement to take your college mobile phone abroad then you must seek the express permission of your Line Manager to do so and inform the ILT Service Desk that you intend to do so.

As many smartphones now facilitate dual sims, either physical or ESIM, if you wish to use the college supplied sim in your own phone, this is permitted. Any unused college owned devices must be returned to the ILT Service Desk.