



MOBILE DEVICES POLICY

The School Curriculum and Standards Authority provides mobile devices for operational purposes.

Guidelines

Where it is considered that an operational need exists, an officer may make a written submission through the appropriate line manager to their Director for a mobile device for operational purposes. The Director should make a recommendation to the Chief Executive Officer on the basis of cost/benefit to the Authority.

Personal use

It will be noted that mobile devices are the property of the Authority and should be used for business purposes only. It is accepted that under some circumstances mobile devices (e.g. mobile phone) can be used for urgent personal business where there is no immediate alternative. The cost of personal calls on mobile phones is the responsibility of the individual who is required to make the appropriate reimbursement to the Authority.

Monitoring of personal use

The Manager Information Services will provide each director with a copy of the details of mobile devices expenditure. It is the responsibility of the respective directors to inform their staff of the obligation to meet all personal calls.

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