



MOBILE DEVICE POLICY

Classification: Internal

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Version	Approved By	Owner	Date Last Updated	Review Frequency	Next Review	Comments

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Purpose of This Document

At [Company Name], we understand the importance of providing employees with the tools necessary to perform their duties effectively. We may provide employees with a mobile phone or device and a mobile plan to enable them to be contactable and access mobile applications.

This policy outlines the guidelines for using mobile devices provided by [Company Name].

Scope

This policy applies to;

- Any staff member allocated a [Company Name] mobile phone or device (e.g. 5G dongle).
- Any line manager that approves a mobile device for use.

Responsibilities

Line Managers will

- Ensure staff comply with this policy
- Notify IT of any suspected breaches of this policy
- Ensure [Company Name] devices and supporting media are returned by staff leaving [Company Name] or no longer requiring them
- Ensure all staff granted mobile devices have a genuine need
- Ensure terms of personal usage are documented with the employee

All staff will

- Abide by this and associated policies & procedures;
- Report any suspected breaches of this policy to their line manager or the IT Department;

Exceptions

- Exceptions to this policy should be requested via the IT Help Desk.

Eligibility & Requests

- The [Company Name] will only provide a mobile phone or device for business needs.
- The relevant line manager must approve requests for a mobile phone.

Equipment

- The [Company Name] IT team will select the most appropriate device and plan based on business factors.
- Devices will not be issued based on personal choice, but consideration will be given to any reasonable requests (for example, relating to a specific need for accessibility).
- A staff member may use their own device and should adhere to the "Bring Your Own Device" policy.

Device Plans & International Roaming

- IT will determine the most cost-effective mobile phone plan.
- International roaming will require the line manager's permission.

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- Ensure a suitable roaming package is added by talking to the IT Help Desk before travelling.

Usage

- Please refer to the Acceptable Use Policy.
- The [Company Name] does not permit the transfer of the [Company Name] SIM card from the supplied handset to a personal device.
- Devices may be used for personal communication, depending upon the employee's documented agreement with the line manager.

Costs & Allocation

- Premium and interactive mobile services are strictly prohibited.
- IT will review all current contracts yearly.
- IT will evaluate extra spending limits depending on business needs.
- Never accept reverse charge calls unless they are for business use.

Data & Security

- Do not disable or try to circumvent any security settings on the device.
- [Company Name] has the authority to manage all devices and can request usage information without employee approval.

Lost, Stolen or Damaged Devices

- Any lost or stolen mobile device should be reported immediately to the IT Help Desk.

Actions upon Leaving the [Company Name]

- Return all [Company Name] issued devices and data to the [Company Name] Line Manager.
- All [Company Name] data or intellectual property developed or gained during the period of employment remains the property of [Company Name].
- Devices must not be reallocated to another individual.
- Employees will not be allowed to transfer their mobile number to another plan.