



Mobile Phone, laptop and iPad Policy

Policy Statement

The Students' Union recognises that some staff may be required to attend off site activities relevant to their role, which may also include working outside core hours and therefore may require a mobile phone, laptop, iPad or other electronic device to ensure they are contactable for business purposes. This is to ensure that staff are not asked to give out personal mobile numbers, or use their personal devices, for work activity and safe guards staff personal data.

Scope of Policy

Where a mobile phone, laptop, iPad or other electronic device has been issued by the Students' Union, it is for business use and only for limited personal use. At all times the device will remain the property of the Students' Union. The user will be responsible for its safekeeping, proper use, condition and eventual return to the Students' Union. The user will also be responsible for any cost of repair or replacement other than fair wear and tear.

If it is found, following investigation, that there has been excessive personal use, then the user will be asked to reimburse the Students' Union for the cost of this and action may be taken under the Disciplinary Policy.

Where unauthorised usage or calls have been made the user will be asked to reimburse the Students' Union. The user will be expected to pay for any personal calls/text messaging when using a mobile phone.

The user agrees that upon termination of employment, should they not return the allocated mobile phone, laptop, iPad or other electronic device, or should the device be returned in an unsatisfactory condition, the cost of replacement, or a proportional amount of this as decided by the Students' Union, will be deducted from any final monies owing, or the user will otherwise reimburse the Students' Union.

Acceptance of the Policy

A copy of this policy should be given to any individual issued with a mobile phone by the Students' Union. The individual shall also be asked to sign a copy of this policy to confirm they have understood it and agree to abide by it.

I (insert name) _____ confirm that I have been issued a mobile phone, laptop, iPad or other electronic device and agree to abide by the terms of this policy.

Details of device _____

Signed _____ Date _____