



# SHERBORNE

## Mobile Phone Provision and Management Policy

This Policy has been approved by the Group Executive with regard to the purchase and management of mobile phones issued to staff at Sherborne School, Sherborne International and Sherborne Preparatory School.

This Policy covers all new and existing mobile phones issued by the Schools and is effective immediately.

This Policy is to be considered and applied with the [School Acceptable Use Policy](#) and the [IT Security Policy](#)

For the instances where a mobile phone is not already required in your role, a business case for a work mobile phone must be provided to and authorised by your line manager and signed off by the Bursar. A template for the business case is available from ICT Services, or at [the following link](#). Prior to submitting the business case, colleagues are encouraged to discuss the request with their line manager.

- Depending on handset availability, ICT Services will offer two types of mobile phone for individuals to use as a school phone: one Apple iOS phone or one Android phone. These phones will be purchased through an allocated ICT Services budget.
- The models of mobile on offer from ICT Services will be reviewed annually.
- All School mobile phones will be enrolled in the School's Mobile Device Management service, which allows for central management and control by ICT Services.
- All existing and new school mobile phones will normally be expected to last 4 years before replacement.
- Insurance will not be paid for mobile phone handsets and any loss or damage to equipment will be charged to individual budgets.
- School mobile phones should not be used for personal calls/texts. A level of discretion will be applied, but calls/texts are itemised on bills and audits of bills are regularly undertaken.

- The intended purpose of a School mobile phone is such for the member of staff to be contactable, and to that effect, should be used for the purpose of making and receiving phone calls and for internet-based video meetings through School approved applications. The mobile phone is not intended to be used solely for other purposes, such as a digital camera, video/media recording device or as a photo storage device.
- The member of staff to whom the mobile phone is issued is responsible for the safe keeping of the device and the security of any data stored upon it.
- School mobile phones should not be lent to others, even for a short period of time.
- No personal mobile phone contracts will be paid for or reimbursed by the School.
- International calls should be made from landlines whenever possible.
- Mobile data should only be used when no wireless networks are available both in School and when away from School.
- You will receive notification when your school mobile phone is due to be replaced.

At the time of policy revision, purchasing and replacement costs for models of School mobile phones are:

Apple iPhone 12 5G – 64Gb	£409.00 +VAT
Samsung Galaxy A54 – 128Gb	£404.00 +VAT