

CDETB

An Bord Oideachais agus Oiliúna Chathair Bhaile Átha Cliath
City of Dublin Education and Training Board

Mobile Phone Policy

January 2014

Introduction

This policy document applies to all CDETB users who have mobile phones, iPads or 3G modems paid for by CDETB.

1. Phone Purchase & Upgrade Procedure

- The purchase of a new mobile phone or an upgrade of an existing phone **must be authorised** by the Principal or Head of the Centre where the user works
- Request to purchase – appropriately authorised – should be **submitted in writing** or email to the Head of IT.
- Mobile devices should only be assigned to staff that genuinely need them in the course of their work.
- Mobile phones can be upgraded every 12-18 months if required. The latest Vodafone pricelist can be obtained from the Head of IT.
- Users who require a phone for **“text & talk” only** should select one of the basic handsets that are available to us free as an upgrade.
- Users who require email and/or internet for their work should select a Smartphone. High end mobile devices such as the iPhone are only approved for senior members of staff such as the Principal or Head of a Centre or a member of the Head Office Management Team.

2. Insurance

CDETB mobiles are not insured with Vodafone due to the high cost involved in doing this. If a phone is lost or damaged which is not entitled to upgrade it is expensive to replace it because the so-called “SIM Free” cost of replacing a phone is high. The IT Section in Head Office generally keeps some spare phones in stock to cover this eventuality. If this happens please contact the Head of IT. It is possible to purchase “rugged” phones which are resistant to damage from falls/water etc. for users who work outdoors.

3. Usage charges

CDETB currently have a contract with Vodafone. This contract is reviewed every 3 years. The current pricing schedule can be obtained from the Head of IT.

| Included in contract | Not included in contract |
|---|---|
| <ul style="list-style-type: none">• all calls and texts within Ireland• up to 2 GB of data usage for all Smartphones | <ul style="list-style-type: none">• Calls to premium rate numbers such as directory enquiries• Picture messaging, that is sending photo as part of a text message• Usage outside Ireland* |

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 - Any costs incurred by such calls can be very high especially data usage abroad. If you are planning a trip out of the country you should contact CDETB IT Department to request that a data bundle for the appropriate country is added temporarily to your account. This will reduce any costs incurred.
 - It is preferable to use Wi-Fi on your device when abroad for accessing the internet or email.

Any use of your CDETB mobile device not covered by the above rates **must be reimbursed by the user** to CDETB unless it was incurred for business purposes.

4. Payment of Invoices

All invoices for mobile device usage will be sent to the centre where the user works and must be **signed and coded by an Authorised Signatory** and returned to Head Office for payment.

5. Users Leaving CDETБ

- When a user leaves the employment of CDETБ, he/she or the Head of the Centre concerned should inform the Head of IT by email and any mobile devices they have should be returned to the Head of IT who will cancel the connection.
- If the user wishes to retain his/her mobile number after they leave please contact the Head of IT who will arrange to have the phone converted into a “ready to go” phone which the user will have to pay for when their CDETБ employment terminates. However, the Head of IT can decide to hold on to the device(s) in question and give it to a new staff member. In this case, the Head of Centre should inform the Head of IT of the new staff members name so the billing information in Vodafone can be updated.

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