



Mobile Device Policy

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Our Values

LTSA values a safe, inclusive, respectful work environment with a focus on providing our team members with an environment that supports their health, wellbeing, productivity, and effectiveness.

The purpose of this policy is to provide team members with guidelines regarding the appropriate use of their LTSA-supplied mobile devices and private mobile devices used during performing their duties.

Policy Application

This policy does not form part of any contract of employment or any industrial instrument. It will be subject to regular review and may be amended by LTSA from time to time.

This policy applies to the following persons, collectively referred to in this policy as ‘team members’:

- a) prospective and current full-time, part-time and casual employees;
- b) Governing Board of Directors;
- c) volunteers;
- d) agents and contractors engaged from time to time; and
- e) elected student representatives and members of LTSA bodies.

Definitions

“mobile device”

Mobile device includes all such mobile devices which are used by team members. Such devices include, but are not limited to, mobile phones, smart phones, notebooks, tablets, digital cameras, hand-held devices, USB memory sticks and other storage devices, and other electronic devices used to access social networking sites or a social media platform.

Policy

This policy should be read in conjunction with LTSA's **Acceptable Use of IT Systems Policy** which outline LTSA expectations of team members using LTSA/LTU's IT systems, network and facilities.

The use of handheld mobile phones while driving is dangerous and illegal and should not be considered under any circumstances. LTSA will not be liable for any accidents or penalties resulting from non-compliance. Should you wish to use a mobile phone whilst driving you are should use a compliant hands-free kit or blue-tooth system as appropriate to your vehicle or device.

For security, a passcode lock must be used on LTSA mobile devices and any personal device with LTSA email to limit unauthorised access.

Eligibility for a LTSA Supplied Mobile Phone

A team member will be eligible to have a mobile device if it is deemed necessary for the appropriate performance of their position. For example, if team member's duties require them to spend significant time on a regular basis out of the office and/or to be contactable outside the normal hours of work, they may be eligible for a mobile phone.

Requests for a role to require a mobile device must be approved by the Governance and Operations Officer (GOO).

LTSA-supplied mobile devices do not form part of team member's remuneration for any purpose. LTSA will determine eligibility at its absolute discretion and may review, adjust or withdraw an individual's supplied mobile device, if there is a change in job role, circumstances, irresponsible usage or for any other reason.

Any use of private mobile phones for LTSA business purposes may be claimed by the individual at tax time when lodging a return. The LTSA will not be reimbursing any team member that chooses to use their own device for LTSA purposes.

Use of a LTSA Supplied Mobile Phone

The mobile phone is provided primarily for work purposes, therefore private usage of the mobile phone should be kept to a minimum.

Voicemail must be set up on the mobile phone so that calls divert to voicemail when unanswered or busy. The voicemail message should be clear and professional and modified when on leave.

When away from the office, the team member should divert calls coming in via their fixed telephone to their LTSA supplied mobile phone.

Unless required for business purposes and specifically approved by the GOO, software applications installed on the device(s) are the responsibility of the user to manage and is outside the scope of support from LTSA/LTU's IT Service Provider.

Personal information contained on a company mobile device such as music and photos are the responsibility of the team member to manage and is outside the scope of support from the LTSA/LTU's IT Service Provider. Users are advised to back up their mobile device regularly to avoid the loss of any personal files.

If LTSA believes a team member is using the mobile phone irresponsibly or unreasonably, the team member may have restrictions placed upon outgoing phone calls or be requested to reimburse the LTSA for excessive personal calls. In these circumstances, the team member's phone use will continue to be closely monitored.

Lost, Stolen or Damaged LTSA Supplied Mobile Devices

LTSA expects all team members to take the utmost care and responsibility for LTSA supplied mobile devices. Mobile phones and tablets must always have a protective case on.

If a mobile phone is lost or damaged, it should be reported to the GOO as soon as possible. In the case of theft, this must also be reported to the Police.

Depending on the circumstances in which the mobile device was lost, stolen, or damaged, the team member may be held responsible for replacing it if the loss, damage or theft was caused or contributed to by lack of care or negligence.

Return of LTSA Supplied Mobile Devices

Upon termination of employment or otherwise at the request of LTSA, mobile devices must be returned to the GOO along with details of any passwords that lock the device.

Any battery chargers or other accessories supplied by LTSA must also be returned.

LTSA reserves the right to retain the mobile phone number upon termination of employment.

Failure to return the mobile device in a condition acceptable to LTSA may result in a requirement to replace the device or reimburse LTSA accordingly. Any such reimbursement will be deducted from the employee's settlement or final pay.

General Use of Mobile Phones in the Workplace

Where a land line is available to make work-related outgoing calls, they should be used in preference to mobile phones.

During working hours, personal use of mobile phones and other devices, whether supplied by LTSA or not, must be kept to a minimum and must not interfere with the performance of work duties.

As a rule of thumb, personal mobile phones should be on silent and used only in cases of emergency or during designated work breaks.

As a matter of courtesy to others, unless there are extenuating circumstances, all mobile phones or other devices are to be turned off or put away prior to the commencement of any meeting.

Breach of Policy

LTSA treats any breach of its policies or procedures seriously. LTSA encourages reporting of concerns about non-compliance and will manage compliance in accordance with the *Higher Education General Staff Award 2020*, National Employment Standards (NES), Disciplinary Policy and employment contract terms.

Governance

Related Policies & Procedures	<ul style="list-style-type: none">• LTSA Acceptable Use of IT Systems Policy• LTSA Expenses Policy
Legislation Mandating Compliance	<ul style="list-style-type: none">• N/A
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