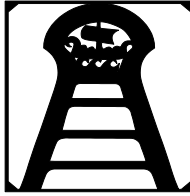


GISLINGHAM



## **GISLINGHAM PARISH COUNCIL**

### **LAPTOP AND MOBILE PHONE USAGE POLICY**

#### **Policy Overview:**

Gislingham Parish Council Laptop and Mobile Phone Policy offers general guidelines for using Council mobile devices (mobile phones and /or laptop computers).

The purpose of this policy is to help us all to get the most out of the advantages mobile devices offer our Council while minimising distractions, accidents, and frustrations improper mobile device use can cause.

This policy applies to all Gislingham Parish Council employees.

#### **Council Mobile devices e.g. Mobile Phone and Laptop Use Guidelines:**

The following are Gislingham Parish Councils basic guidelines for proper use of all employee mobile devices use during work hours. In general, mobile devices should not be used when they could pose a security or safety risk, or when they distract from work tasks.

- Never use a mobile device while driving.
- Never use a mobile device while operating equipment.
- Do not use a mobile device for surfing the internet or gaming.
- Do not use work mobile device for personal tasks.
- Do not use mobile phones during meetings.
- Do not use mobile phones to record confidential information.

We realise that mobile devices can be great tools for all our employees.

#### **We encourage employees to use them when:**

- Making or receiving Gislingham Parish Council work calls in the appropriate place and situation to do so.
- Undertaking Gislingham Parish Council work related communication, such as text messaging or emailing, in appropriate places and situations.
- Scheduling and keeping track of appointments.
- Carrying out Gislingham Parish Council work-related research.
- Keeping track of work tasks and contacts

At no time should a Laptop, which is the property of the Parish Council be used for other employment or personal use.

At no time should a Mobile phone, if the property of the Parish Council, be used for other employment or personal use.

Laptops and a Mobile phone etc belonging to the Parish Council must be returned to the Council within one week of termination of employment, as per the employee's contract.

Laptops and a Mobile phone etc belonging to the Parish Council must be returned to the Council, during holidays or a sickness absence of one week and during suspensions.

## **Disciplinary Action:**

Improper use of Gislingham Parish Council Laptops and Mobile phones may result in disciplinary action. Continued use of Laptops and Mobile phones at inappropriate times or for matters not related directly to Gislingham Parish Council business may lead to having the Laptop and if applicable mobile device privileges revoked and continued unauthorised usage of Gislingham Parish Council Laptop and mobile devices for purposes other than noted in above may result in dismissal.

Mobile device(s) usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate the Data Protection Policy may result in employee dismissal.

**Signed:** *JBell*                      **Chair**

**Approved by Gislingham Parish Council on 26<sup>th</sup> September 2022**

**Date of next review July 2024**