

MOBILE PHONE AND TELEPHONE USAGE PROCEDURE

SCOPE

This procedure provides the terms and conditions governing the appropriate use of University mobile phones and telephones. It applies to all University staff, herein collectively referred to as 'you' for the purpose of this procedure.

PROCEDURE STATEMENT

Monash University provides mobile phones and converged devices to nominated staff to facilitate business communications. The University ('us', 'our' or 'we') accepts that a very small proportion of calls may be for reasonable private use (for example contacting family members) and reserves the right to recover the costs that are deemed to be excessive. This includes costs associated with data transmission and internet usage.

1. Mobile phone usage

- 1.1 The authorised Head of Unit or the appropriate financial delegate (the responsible officer) allocates corporate mobile phones to nominated staff for business purposes.
- 1.2 The responsible officer must ensure that:
 - there is a genuine business need or other benefit to us prior to allocating or purchasing a corporate mobile phone;
 - staff who are allocated with mobile phones are aware of this procedure and other policies and procedures such as the [Information Technology Use Policy – Staff & Other Authorised Users](#) relating to the use of University equipment;
 - a mobile phone is one approved by us and sourced from our endorsed supplier. Please refer to [Purchasing a Mobile Phone](#) for further information; and
 - a commercially designed holder is purchased in line with procurement requirements and installed in the vehicle of those staff allocated with a mobile phone and who are required to drive a motor vehicle on University business; and
 - the staff member provides a written authorisation for deduction in the event that the equipment is not returned in good order upon termination of employment.
- 1.3 You are responsible for the proper use, care and maintenance of corporate mobile phones and must:
 - not use the mobile phone for any unlawful activity, personal financial gain, or for commercial purposes not authorised by or under the auspices of us;
 - keep private use to a minimum and restrict it to local and mobile-to-mobile calls only;
 - fully reimburse us for the cost of any private International Direct Dial (IDD) calls made within Australia, or made to Australia when travelling overseas;
 - report any faults or damage to mobile phones and any theft or loss immediately to the responsible officer in order for a replacement to be ordered and the service provider notified;
 - not use mobile phones whilst driving unless secured in a commercially designed holder fixed to the vehicle OR not touch any part of the phone whilst driving. Refer to [VicRoads safety rules](#) and requirements for further information;
 - pay any fine incurred when using a mobile phone whilst driving; and
 - return the mobile phone in good working order on the cessation of your employment with us or when transferring to a different budgetary unit within the University.
- 1.4 If the equipment is not returned in good order, the cost of necessary repair or replacement may be deducted from outstanding benefits or entitlements that you have under your contract of employment.

2. University telephone

- 2.1 You must keep private use to a minimum and restrict private usage to local calls only when using a University telephone.
- 2.2 If intending to use a University telephone for IDD, STD calls, you should seek approval from your manager before placing a call through to the switchboard operator.
- 2.3 Multi-coin operated telephones with IDD and STD facilities are located within the campuses.

3. Breach of procedure

- 3.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

DEFINITIONS

Converged devices	Includes those devices which incorporate mobile phone functionality, such as personal digital assistants (PDAs).
IDD	International Direct Dial.
Mobile phone	Includes all converged devices when used in this procedure.
STD	Standard Trunk Dialling.

GOVERNANCE

Parent policy	Integrity and respect
Supporting schedules	N/A
Associated procedures	Resolution of Unacceptable Behaviour and Discrimination
Legislation mandating compliance	N/A
Category	Human Resources
Approval	Chief Human Resources Officer as delegate of the Chief Operating Officer - 1 July 2011
Endorsement	Director, Workplace Relations - 1 July 2011
Procedure owner	Director, Workplace Relations
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