**Mobile Phones Policy**

The objective of this policy is to direct all users of mobile phones including social media and instant messaging facilities by:

* Highlighting issues affecting the use of email and Instant Messaging.
* Informing users about the acceptable use of mobile phones in relation to emails, social media and Instant Messaging
* Describing the standards that users must maintain
* Stating the actions that may be taken to monitor the effectiveness of this policy
* Warning users about the consequences of inappropriate use of email, social media and Instant Messaging services.

This policy is intended for Employees of the Council, Volunteers of the Council, Partners and contractual third parties of the council.

* Under no circumstances should users communicate material (either internally or externally), which is defamatory, obscene, or does not comply with the Council’s Equal Opportunity policy, or which could reasonably be anticipated to be considered inappropriate. Any user who is unclear about the appropriateness of any material, should consult their line manager.
* Personal data about staff or users of council services should not be shared via MS Teams, Instant Messaging or social media
* Whatsapp is considered to be conversational and not suitable where information is required to be kept as a business record or decision.
* Instant messaging is designed for questions or announcements that are short and need to be communicated immediately

Email is designed to be an open and transparent method of communicating

However, in both cases it cannot be guaranteed that the message will be received or read, not that the content will be understood in the way that the sender intended. It is therefore the responsibility of the person sending the message to decide whether the facility is the most appropriate method for conveying information or of communicating in the particular circumstances.

Instant messaging facilities and social media must not be used:

* For unauthorised transmission of sensitive council material
* For the creation or transmission of any offensive, obscene or indecent images, date or other material relating to the council.
* For the creation or transmission of material that is abusive or threatening to others, or serves to harass or bully others.
* For the creation or transmission of materials that either discriminates or encourages discrimination on racial or ethnic grounds, or on grounds of gender, sexual orientation, marital status, disability, political or religious beliefs
* For the creation or transmission of defamatory material
* For so-called ‘flaming’ – i.e. the use of impolite terms or language, including offensive or condescending terms
* For activities that violate the privacy of others
* For unfairly criticising individuals

If any user is found to have breached this policy, they may be subject to disciplinary procedures.

I agree that I have read and accepted this police

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_