

Department Title	Resources Management RACS Mobile Phones & Related Devices	Ref. No.	RES-MGT-012
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1. PURPOSE AND SCOPE

The purpose of this policy is to ensure that the Royal Australasian College of Surgeons (RACS) adopts suitable practices for the procurement, management and usage of mobile phones and related devices.

2. KEYWORDS

Mobile phone, smart phone, android phone, phone, iPads, tablets, dongles, Wi-Fi hotspots

3. BODY OF POLICY

3.1. Definitions

- Mobile Phone: Either a standard mobile phone or smart phone (iPhone or android phone).
- Tablet Device: Includes tablets, iPads or other similar devices that are capable of internet connectivity.
- Internet Mobility Device: Includes portable Wi-Fi hotspots, wireless internet routers, internet dongles or other devices that provide or are capable of internet connectivity.
- Device: In this policy, either a Mobile phone, Tablet Device or Internet Mobility Device.

3.2. Objectives

- To provide key personnel with the right devices, so they are accessible and can provide timely responses relating to RACS business activities.
- To ensure a clear understanding of responsibilities by users.

3.3. Issue of Mobile phone and/or related devices

The provision of a RACS Device is an optional service available to:

- President
- Vice President
- Treasurer
- Deputy Treasurer
- Dean of Education
- Chief Executive Officer (CEO)
- Other as required and approved by the CEO

All Devices remain the property of RACS regardless of funding source.

3.4. Responsibility of User

The Device user is responsible for the care and usage of the device. This includes ensuring the Device is used in an appropriate and cost effective manner, and that suitable security measures are taken at all times.

3.5. Private Use

Private use of the Devices is limited to minor and infrequent use. Abuse of the privilege may result in the reimbursement of private use expenditure to RACS and/or cancellation of the service.

3.6. Completion of Council membership or employment with RACS

Where a user ceases to be a member of Council or a RACS employee, then that person must return the Device to the General Manager, Resources.

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3.7. Transfer of Ownership

Upon any change of role whereby the user is no longer entitled to have a RACS Device under 3.3 above, then the user may request a transfer of ownership, so that the service becomes their own private Device.

This transfer of ownership may not always be possible due to operational issues at RACS and approval must be granted by the General Manager, Resources before any such transfer request is made.

Any charges associated with the transfer of ownership will be paid by the user, who must complete the "Transfer of Ownership Application" form from the service provider, on or before membership/employment cessation date. Contact the IT Manager for further details and the transfer form.

3.8. Service Provider

RACS will select a preferred service provider for the Devices based on user requirements and contractual obligations.

3.9. International Roaming – Calls and Data Services

When intending to travel overseas, the pre-purchase of international packs or phone cards for international calls and data should be utilised wherever possible by the user. These can be organised through the IT Service Desk. When overseas, the user is obliged to use the Device in the most cost effective manner and where possible use alternative methods of connectivity, such as a free-to-use hotel Wi-Fi's.

4. ASSOCIATED DOCUMENTS

Use of Electronic Communication.

Approver Resources Committee
Authoriser Council