

BLAVATNIK SCHOOL OF GOVERNMENT TELEPHONE POLICY

As an International teaching and research organisation easy and open access to communication tools is a key principle for the Blavatnik School of Government.

This policy sets out the acceptable use of School provided fixed and mobile telephones, balancing the principles of free communication and sensible control of the School's budget.

We also draw your attention to the benefits of using alternative communication services (such as Facetime, Skype, Google Hangouts) as a free alternative to fixed or mobile telephones. These services are supported by the School's investment in IT equipment and the excellent wireless network available throughout the building and often add valuable features over a simple telephone call.

General Principles

Telephone lines are provided to faculty, staff, students and visitors solely to support the research and teaching activities of the Blavatnik School of Government and to offer reliable methods of communication with medical or security services.

Except where set out below, telephone lines are not routinely set up to block or restrict national and international calls, and faculty, staff and students are expected to use telephones responsibly.

Telephones are not provided for personal calls, particularly to international telephone numbers.

Teaching and Public Spaces

Telephones are provided in teaching and public Spaces (Lecture Theatres, Seminar Rooms, Group Working Rooms) for internal calls only, for example to call in support from the ICT or Programmes teams.

Meeting Rooms

Telephones are provided in staff meeting rooms (primarily on Level 2) for small groups to dial into conference calls.

The Board Room and Large Meeting Room on Level 2 both have conference phones permanently installed

The ICT team has a number of portable conference telephones which can be set up in any meeting room at short notice. Please raise requests for conference telephones by emailing it@bsg.ox.ac.uk with details of your room bookings.

Offices

Desks allocated to staff on a long term or permanent basis will include a desk telephone.

Remote Working

All members of the University with an assigned extension number linked to their Oxford Single Sign-On can benefit from the 'Chorus' features to retain an Oxford presence when travelling or working from home.

Features include

- Search the University directory and place calls.
- Redirect incoming calls to mobile or landline phone
- Place calls via a University phone number from a personal mobile or landline phone
- Schedule and initiate conference calls from a University phone number.
- Retrieve voicemail.

These features can be accessed at: <https://web.chorus.ox.ac.uk> and help can be found here: <http://help.it.ox.ac.uk/chorus/index>

Mobile Telephones

Mobile telephones are supplied to staff based strictly on the needs of their role. Any request for a mobile telephone must be sponsored by a line manager and approved by BSG Finance.

Mobile Telephone users are directed to the General Principles as stated above, as well as being guided to pay attention to the terms of their mobile data plan, restricting mobile data where possible to nexus email and web browsing relating to the operations of the school.

The ICT Service desk can upon request advise on the details of mobile phone contracts, and will review handset settings with you to protect against unanticipated phone bills.

Version	Author	Date	Reason
0.1	M Treavis	16/02/16	Initial policy for comment.
0.2	M Treavis	22/02/16	Updated after review from SAL, HC, TP
1.0	M Treavis	14/03/16	Approved by SRG
1.1	M Treavis	30/10/17	Annual review and update