

USE OF DISTRICT-OWNED CELL PHONES

The Board of Education recognizes that the issuance of cell phones may be necessary for certain employees for the purposes of communications and safety. Upon approval from the Superintendent of Schools, cell phones will be assigned pursuant to the categories listed below:

- 1.) Cell phones will be assigned to certain individuals who, upon the judgement of the Superintendent need such a device to enhance communications in their job or to respond in an emergency situation. Such individuals may make personal phone calls on their cell, but must identify all such calls, and must fully reimburse the district for any charges related to personal calls.
- 2.) At the discretion of the Superintendent, additional cell phones will be assigned on a daily basis to provide certain individuals to communicate in an emergency situation. All individuals who are provided a phone for such purposes may not make personal calls on the phone, and must report any use to their supervisor.

The Superintendent of Schools will develop administrative guidelines to ensure that the district is reimbursed for any personal phone calls, to ensure that all cell phones are used appropriately, and to ensure that all cell phone bills are regularly inspected.

A list of job titles requiring district-owned cell phones shall be maintained in the Business Office and reported to the Board for its approval each year at its organizational meeting in July. In addition, since employees are issued district owned cell phones in connection with their work responsibilities, employees shall not have an expectation of privacy with respect to information contained on the device (e.g., text messages, records of phone calls).

Effective Date: November 5, 2013

USE OF DISTRICT-OWNED CELL PHONES REGULATIONS

Administrative Procedures

Procedure for reimbursement for Cell phones permanently assigned to individuals:

The Superintendent of Schools will assign cell phones to certain district employees. According to the district policy on cell phone use, an employee must reimburse the district for the cost of any personal calls made or received on a district-wide cell phone.

Each month, each individual assigned a cell phone will receive a copy of the bill for their cell phone. Upon receipt, the employee is responsible for the following:

- Review the calls made to ensure that all calls are accurate
- Highlight any personal phone calls that were made or received
- **If there are no personal calls, the bill should be sent to the business office indicating such.**
- If personal calls are made, the highlighted copy of the bill should be returned to the business office with a check, made payable to the district in the amount necessary to reimburse the district for personal calls.
- The highlighted copy must be returned to the accounts payable clerk even if the personal calls did not amount in any charge to the district.

Procedure for cell phones assigned to individuals on a daily basis:

- Cell phones may be assigned on a daily basis to certain individuals by a district Administrator or Supervisor.
- The individual authorized to assign the cell phone will make the judgment about the appropriateness of the short-term assignment.
- The Building Principal or Supervisor is responsible for the security of any phones when not assigned, and must maintain a record of the assignments.
- Personal calls are not allowed on a loaned cell phone except for a true emergency. Any such calls must be reported to the Administrator or Supervisor responsible for the phone.
- The Administrator or Supervisor is responsible to collect a reimbursement for any such calls made on a district loaned cell phone.

Any person assigned a cell phone on a daily basis may only use the cell phone for emergency purposes unless otherwise authorized by the Superintendent of Schools. Any use of a cell phone must be reported to the appropriate administrator or supervisor.

Each month, the administrator or supervisor shall receive a copy of the bill for each cell phone they are authorized to loan. That Administrator or Supervisor is responsible to review the activity for each phone.

Adopted: March 7, 2006