

CELLULAR TELEPHONES

The intent of cellular telephones in the Lynden School District is to provide for the safety of students and staff, to be adequately prepared for emergencies, and to enhance job performance.

The Superintendent shall authorize the provision of district-owned cellular telephones for safety and emergency purposes and for business use at those times designated employees do not have regular telephone service available.

Employees may use cellular telephones in the performance of their jobs when land-based telephone lines are not available. Cellular telephones should be used only when more economical communication means are not available.

Discretion should be used in discussing confidential or sensitive information on cellular telephones due to the unsecure nature of cellular transmissions.

Cellular telephones should be protected from both airtime theft and equipment theft by taking precautions and restricting access to the telephones. Employees should use due care to protect equipment from loss or damage. Any employee who loses, destroys, or damages a district-owned cellular telephone through neglect or abuse will be required to reimburse the district for the replacement cost of the equipment. Costs for normal usage repairs and regular maintenance shall be the responsibility of the district.

District-owned cellular telephones are to be used to conduct district business only, including incoming and outgoing calls. Notifying family members of changes in travel plans and emergency situations are not considered personal use and are, therefore, allowable. In the event that circumstances arise requiring incidental non-business use of a district-owned cellular telephone, the employee is required to reimburse the district for the personal usage. The rate of reimbursement shall be 25 cents per minute and may be adjusted periodically, as determined appropriate by the Superintendent.

Employees are required to personally review monthly cellular telephone bills for accuracy and to identify any personal calls. Reimbursement for personal calls shall be remitted to the Business Office. Supervisors are to review the cellular telephone bills of employees under their supervision.

Each employee assigned a cellular telephone must sign an agreement acknowledging receipt of the telephone and acceptance of use guidelines. Cellular telephones cannot be transferred from one employee to another without the approval of the Superintendent and the completion of an agreement form.

In cases where school employees have been approved to use their personal cell phone instead of being assigned a district cell phone a monthly stipend shall be provided through payroll. The Business Manager will determine the appropriate stipend.

Lynden School District No. 504
BOARD POLICY

No. 6250P

A cell phone stipend, and if needed a data stipend, will be given to employees through payroll. The stipend will be added as a taxable benefit. This stipend will be used to reimburse the employee recognizing that their personal phone will be for school district related calls and data on their personal cell phone bill. The reimbursement is meant to offset the cost of school district related use of the cell phone and may not completely reimburse the true cost of school district use.

Employees terminating employment must turn in assigned cellular telephone prior to their last working day.

Revised: 9-15-11

Revised: 6-28-12

Formerly 6220

Lynden School District 504
Cell Phone Registration & Agreement

Name (please print): _____

Phone Model: _____

Serial #: _____

Phone Number: _____

Date of Purchase or Upgrade: _____

I certify that I have received the cell phone listed above and that I understand it is to be used for school business purposes only. In the event that circumstances arise requiring my incidental personal use of the cell phone, either for incoming or outgoing calls, I agree to accept financial responsibility for those calls and reimburse the district at the rate of 25 cents per minute.

I acknowledge that it is my responsibility to notify the district office immediately if this phone is lost, stolen, or needs repair and that it is my responsibility to reimburse the district for the cost of replacing a lost phone.

I have received a copy of Lynden School District Cellular Telephone Policy 6220 and 6220P and agree to read and comply with those procedures.

Employee Signature

Date