

Cellular Telephones

The Board authorizes the purchase and use of cellular telephones for use by district employees identified by the superintendent for the purpose of providing for staff and student safety, to adequately prepare for emergencies, and to enhance job performance.

District-owned cellular telephones are to be used to conduct district business only. Each employee assigned a cellular telephone must sign an agreement acknowledging receipt of the telephone and acceptance of use guidelines. In the event circumstances arise requiring incidental personal use of a district owned cellular telephone, the employee is required to reimburse the district. Any cost in excess of district provided plan will be paid by the employee. Excess charges must be paid within 30 days of notice. At the time a designated employee accepts a district cellular telephone, he or she will provide written assurance of financial responsibility for any personal or non-business calls made on the cellular telephone. Within ten days of the district receiving the cellular telephone bill, each designated employee will review his or her statement of calls and reimburse the district for any personal or non-business calls. Any staff member who has been issued a cellular telephone will not use the telephone if any personal or non-business call charges are outstanding.

- Any cost in excess of the district provided plan will be paid by the employee.
- Excess charges must be paid within 30 days of notice.

The Superintendent or designee will authorize the provision and assignment of district-owned cellular telephones and will establish procedures for their use.

Adoption Date: September, 2007

Revised: June 11, 2015