

Greater Albany SD 8J
Administrative Regulation

Code: **GB-AR(3)**
Adopted: 3/12/01
Revised/Readopted: 12/13/04; 9/12/05
Orig. Code(s): AR 7420

District Communication Devices

The district recognizes that the employee use of district-owned or district funded communication devices is necessary to provide for the effective and efficient operation of the district and to help ensure safety and security of district property, staff and others while on district property or engaged in district-sponsored activities (The term “communication device” shall apply to all wireless cellular phones, radios or any other communication devices provided or funded by the district). District-owned or district funded devices shall be used for authorized district purposes only, consistent with the district’s mission and goals. Personal use of such equipment is prohibited except in emergency situations.

The following rules will apply to all district-owned communication devices:

1. Devices are provided specifically to carry out official district business when other means of communications are not readily available. Devices may not be used for routine communications;
2. Devices are not to be used when a less costly alternative is readily available, unless as otherwise necessary for safety or emergency circumstances;
3. Personal use of devices is limited to making or receiving calls for family emergency purposes only. This includes contacting a family member or child care provider to advise that the employee is going to be late arriving home or picking up children for a reasons directly related to his/her official district duties, e.g., a meeting which runs later than expected or a last minute schedule change. Even under these circumstances, the device should only be used when a less costly alternative is not readily available;
4. Devices are not to be loaned to others;
5. Employees issued a communication device are responsible for its safekeeping at all times. Defective, lost or stolen devices are to be reported immediately to the Director of Business who will, in turn, notify the service provider;
6. Devices issued for employee use are to be returned to the Director of Business at the conclusion of the school year, activity, the user’s employment or as otherwise specified.