



Code: **EGACA**
Adopted: 8/18/99
Revised/Readopted: 2/26/03; 4/10/13; 1/29/14
Orig. Code(s): EGACA

Cell Phones

The Board recognizes that the use of cell phones may be appropriate 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. To this end, the Board authorizes the purchase and employee use of cell phones, as deemed appropriate by the superintendent or designee.

District-owned cell phones shall be used for authorized district business purposes, consistent with the district's mission and goals. Personal use of such equipment is prohibited except in emergency situations. Any expenses incurred for such personal use shall be reimbursed to the district. Employees do not have any expectations of privacy with district-owned cell phones or any information stored on them; the phone may be confiscated and searched at any time. Employees shall not use a district-owned cell phone in violation of Oregon's ethics laws. Use of district-owned cell phones in violation of Board policies, administrative regulations and/or state and federal law will result in discipline up to and including dismissal and/or referral to the Oregon Government Ethics Commission and law enforcement officials, as appropriate.

If a district employee is provided a stipend to purchase or obtain cell phone service, all district-related business records maintained in the cell phone may be considered to be public records. All personal, non-district business related, phone records will not be considered to be public records.

Employees normally shall not use personal cell phones for non-district related activity during normal work hours.

The superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cell phone needs, monitoring use and reimbursement. Provisions may also be included for staff use of privately owned cell phones for authorized district business.

END OF POLICY

Legal Reference(s):

[ORS 244.010](#)

[ORS 244.020\(15\)](#)

[ORS 244.040\(1\)\(a\)](#)

[ORS 244.120](#)

[ORS 332.105](#)

[ORS 332.107](#)

Davidson v. Or. Gov't Ethics Comm'n, 300 Or. 415 (1985)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, ADVISORY OPINIONS 02S-020 (Aug. 2, 2002), 02A-1008 (July 12, 2002), 01A-1004 (June 1, 2001) and 98A-1003 (July 9, 1998).