



## **Cell Phones**

District-owned cell phones may be purchased and authorized for staff use in accordance with the following:

### **Cell Phone Authorization**

Cell phones may be assigned or made available by the superintendent/director of business and operations when it is determined that:

1. The assignment of a cell phone to the employee is a prudent use of district resources and;
2. The employee's job responsibilities require the ability to communicate frequently and;
3. The employee's job responsibilities involve situations where immediate communication is necessary to ensure the safety of students, staff, self or property.

### **District Owned Cell Phone Use**

1. Cell phones are provided specifically to carry out official district business.
2. Personal use of district cell phones is limited to making or receiving calls for family emergency purposes.
3. District cell phones are not to be loaned to others.
4. Employees issued a cell phone are responsible for its safe keeping at all times. Defective, lost or stolen cell phones are to be reported immediately to the director of business and operations who will in turn notify the service provider.
5. Cell phones issued for employee use are to be returned to the director of business and operations at the conclusion of the activity or as otherwise specified.

### **Privately-Owned Cell Phones**

District employees may receive a stipend for use of privately-owned cell phones to conduct district business in accordance with board policy and this regulation, with prior approval of the superintendent or designee.

## **Public Record/Personal Record**

1. All phone records, text messages, emails to and from the cell phones and other communications made with the cell phone for district business purposes may be considered to be public records.
2. All phone records, text messages, emails to and from cell phones and other communications made with the cell phone for personal use will not be considered to be public records.