

# Dayton School District 8

Code: **EGACA-AR**  
Revised/Reviewed: 04/03; 8/11/15  
Orig. Code(s): EGACA-AR

## 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 on a temporary basis by the building principal when it is determined that:

1. The assignment of a cell phone to the employee is a prudent use of district resources;
2. The employee's job responsibilities require the ability to communicate frequently;
3. The employee's job responsibilities involve situations where immediate communication is necessary to ensure the security of district property or safety of students, staff or others while on district property or engaged in district-sponsored activities.

### 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 shall not to be loaned to others.
4. Employees issued a cell phone are responsible for its safekeeping at all times. Defective, lost or stolen cell phones are to be reported immediately to the district office who will in turn notify the service provider.
5. Cell phones issued for employee use are to be returned to the district office at the conclusion of the school year, activity or as otherwise specified.

### Privately-Owned Cell Phones

1. District employees may be reimbursed, or received a stipend, for use of privately-owned cell phones to conduct district business in accordance with Board policy and this administrative regulation, with prior approval of the superintendent or business manager. The usual reimbursement process will be followed.
2. Personal use of privately-owned cell phones by employees authorized to use such equipment for district business is restricted to such times when the employee is not on duty.