

## **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 superintendent or designee when it is determined that:

1. The employee's job responsibilities involves 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;
2. The assignment of a cell phone to the employee is a prudent use of district resources;
3. The employee's job responsibilities require the ability to communicate frequently;
4. Individuals may opt to use their personal cell phone to conduct district business and to be available for constant contact for district business with authorization.

### **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 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 business manager or designee who will in turn notify the service provider.
5. Cell phones issued on a temporary basis for employee use are to be returned to the business manager or designee at the conclusion of the school year, activity or as otherwise specified.

## **Privately-Owned Cell Phones**

1. Administrators or employees approved by cabinet may be reimbursed or 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.
2. Employees receiving a stipend shall provide their personal cell phone number to the district.