

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 business manager 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 cell phones is limited to making or receiving calls for family emergency purposes, including 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 reason directly related to his/her official district duties, i.e., a meeting which runs later than expected or a last-minute schedule change.
3. Cell phones are not to be lent 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 business manager who will in turn notify the service provider.
5. Cell phones issued for employee use are to be returned to the business manager at the conclusion of the school year, activity or as otherwise specified.

Privately-Owned Cell Phones

1. District employees may be reimbursed, or receive a stipend for use of privately-owned cellular telephones to conduct district business in accordance with Board policy and this regulation, with prior approval of the business manager.

2. Personal use of privately-owned cell phones by employees authorized to use such equipment for district business is restricted to lunch, breaks or other such times when the employee is not on duty.

Reimbursement

1. Requests for reimbursement for authorized use of employee-owned cell phones are to be submitted on district-provided forms, available through the office and accompanied by a copy of the billing statement with the district business related calls highlighted. A notation for each highlighted entry, indicating the nature of the call is required.
2. All requests for reimbursement, including the highlighted billing statement must be submitted within 30 days of the end of the time period for which reimbursement is requested. Requests submitted after the reimbursement deadline has passed will be denied.
3. District reimbursement for authorized use of employee-owned cell phones will be made within 30 days.