

Newberg School District 29J

Code: **EGACA-AR**
Adopted: 10/13/03
Readopted: 12/11/06; 3/15/10
Orig. Code(s): AR-4800

Staff Use of Personal Communication Devices

A Personal Communication Device (PCD) is defined as any device that uses cellular or wireless networks for transmission of voice, data, images, computing, personal information management, software applications, network features, and email or two-way radio functions; as a tool to enhance employees productivity, accessibility and efficiency.

District-owned PCDs may be purchased and authorized for staff use in accordance with these Administrative Regulations:

PCD Authorization

PCDs may be assigned or made available when it is determined that:

1. The assignment of a PCD to the employee is a prudent use of district resources;
2. The employee's job responsibilities require the ability to communicate frequently and access to a district or public telephone is not readily available;
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.

PCD Use

1. PCDs are provided specifically to carry out official district business when other means of communications are not readily available. PCDs may not be used for routine communication.
2. PCDs are not to be used when a less costly alternative is readily available, unless as otherwise necessary for safety or emergency circumstances.
3. Personal use of PCDs 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. Persons using district PCDs for personal communications are obligated to have the use thereof be brief and infrequent.
4. District owned PCDs should be used when land lines are generally not available for communication.

5. District-owned PCDs are not to be loaned to others.
6. In the case that the only mode of communication available to the employee is a PCD, i.e. the employee works from a vehicle, is performing district business, or is unable to access a standard land-line phone due to job duties, it is permissible for the employee to use the PCD but is obligated to have the use thereof be brief and infrequent.
7. The use of these devices should be in a manner that is appropriate and non offensive to the patrons of Newberg Public Schools.
8. The use of PCDs shall not disrupt job performance or attention to job duties or the duties of others.
9. Employees issued a PCD are responsible for its safekeeping at all times. Defective, lost or stolen devices are to be reported immediately to the director of business services who will in turn notify the service provider.
10. PCDs issued for employee use are to be returned to the district when employment is terminated or when the telephone is no longer needed for the employee's job responsibilities.
11. Employees shall reimburse the district at a reasonable market rate, as established by the district, for any expenses incurred when using a district-owned PCD for personal emergency situations
12. Employees shall not use district communication tools for personal financial gain as described in ORS 224.040.

Expected Employee Conduct

1. Common sense practices are expected of employees entrusted with the use and maintenance of district communication tools. PCDs should be used for district business and personal use shall be limited in use and held to the brief and infrequent standard. This expectation is regardless of expense to the district.
2. Determination of reasonable use as brief and infrequent may be determined by said employee's supervisor or the superintendent.
3. Employees shall exercise common sense, courtesy and good judgment with the use of PCDs.

Privately-Owned PCDs

1. Use of privately-owned PCDs for personal matters is restricted to lunch, breaks or other such times when the employee is not on duty.
2. District employees may be reimbursed for use of privately-owned PCDs to conduct district business in accordance with Board policy and this regulation, with prior approval of the superintendent.

Reimbursement

1. The district shall review requests for employee reimbursement on a case by case basis. Employees requesting reimbursement may be requested to provide information regarding the circumstances for the use, including, but not limited to, the reason for personal PCD use for district-related business, personal call plan/contract billing details, and /or availability of and-line or local use phone.
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.