

Wireless Communication Devices

Definitions

References to wireless communication devices (WCD) include but are not limited to cell phones; wireless personal digital assistants (PDA's) such as a BlackBerry, Treo, etc; and 2-way radios. References to WCD use includes but is not limited to regular cell phone calls, text messaging, walkie-talkie functions, 2-way radio use, and internet access via the cellular network.

References to the superintendent include the superintendent or designee.

Purpose

The purpose of the WCD administrative regulations is as follows:

1. To provide standards and clarification for WCD use.
2. To ensure safe work practices when considering the use of a WCD while driving or performing other duties.
3. For employees using a WCD to make cost effective decisions regarding WCD use and service plans.

Scope

This regulation applies to all district employees and anyone authorized to use a WCD for district business.

Regulations

There are three types of WCD users. These three cases are described below in 1-3.

1. District Supplied WCD: Business Use/Personal Use.

Some employees with a business need for a WCD will be assigned a district owned phone as determined by the superintendent in cooperation with administrative staff. In some cases the WCD may only have walkie-talkie capability. WCD use on devices supplied by the district is restricted to district business. Personal use will only be allowed in limited and infrequent occasions (maximum 2-3 times per month) for instances of family emergencies and only if this communication cannot be made from a land line phone in a reasonable period of time. Personal use must be of short duration. **No other personal use is allowed, even if reimbursed.** The above emergency calls do not need to be reimbursed.

2. WCD Provided as an Employment Benefit

The district recognizes that due to the nature of some positions, certain employees should have a taxable WCD allowance provided. The superintendent in consultation with executive management may designate employees who will receive a specified amount of additional taxable income up to \$75 per month for the specific purpose of obtaining a personal WCD that meets district standards. The superintendent may adjust this amount periodically. This WCD would be used for district business, but would not have the same restrictions on personal use since it is a personal device. The superintendent is responsible to develop and maintain a WCD user agreement that must be completed before the allowance is provided.

For equipment that allows for data connection to the district network for such applications as email or file transfers - all connections, usage, storage and securing of data must be in accordance with all applicable Board policy and administrative regulations.

3. Personal WCD Business Use/Personal use

Some employees with an infrequent business need for a WCD may request permission to use their personal WCD to communicate during business hours. The employee will submit a monthly request for reimbursement detailing the date, length and reason for each call. The superintendent may determine the employee's need for a district-owned WCD based on these reimbursement requests. Personal use of a personal WCD during business hours must be infrequent and of short duration.

WCD use in vehicles, at work sites, or while operating equipment

State law restricts using a WCD while driving. Also, you could be charged with dangerous or careless driving if you cause an accident while distracted using a WCD. Therefore, district drivers are not to use a WCD while driving. Administrative staff will have the authority to restrict or prohibit use of a WCD at any time on the job when they consider such situations and use may present a safety hazard to the employee, co-worker, contractors, and/or to the general public and private property.

1. WCD use while operating district or personal vehicles or motorized equipment:

- a. Employees shall use their voice mail service to avoid distractions.
- b. As a vehicle operator, your first responsibility is to pay attention to vehicle operation. Place all communication when you are not moving. At your earliest convenience, find a safe location to stop moving and use your WCD.
- c. DO NOT engage in the use of a WCD while operating moving motorized equipment. Such equipment includes but is not limited to mowers, ATVs, golf carts, etc. Before using a WCD, make sure the equipment has been properly stopped and taken out of gear or turned off.
- d. EMERGENCIES - Please do use your WCD to call for help in emergencies. If you see an emergency call 911.

2. Work Sites:

DO NOT engage in the use of a WCD while at any work site during which the operation of a WCD will be a distraction to the user and/or may create an unsafe work environment. Such work sites include but are not limited to: landscape/grounds, maintenance and construction, gas pumps or fuel stations, operating or repairing energized equipment such as electrical panels, motors, or energized circuits. Such work sites must be secured or the WCD used only by an employee while out of harm's way of such work environments.

Procedures

1. Departments may have procedures that are more limiting than the district's WCD use policy, but department procedures must at a minimum comply with this regulation.
2. Please consider consulting with the business office to determine the current WCD standards for devices and service plans. The business office can make sure your WCD service will meet district standards.

Guidelines for Use of District Provided Cell Phones

A WCD is a tool to enhance employee productivity and provide a higher level of service to our customers.

WCD service is also more expensive than landline phones because of the wireless network costs associated with WCD usage. Therefore we ask that employees follow the guidelines below to help keep costs to a minimum.

1. Do not use your WCD to make a call if regular phone service is available. There is no charge for a local call made from a regular phone while local calls made or received on a WCD incur charges.
2. Avoid lengthy communications on a WCD. If you anticipate a communication lasting more than a few minutes try and arrange to contact the person from a regular phone.
3. Minimize communication placed to another district WCD. The district incurs costs for out-going and incoming WCD communications. Contact between district WCDs result in twice the expense to the district.
4. Minimize use of your WCD outside the home service area. Roaming charges may add significantly to the cost of WCD use.
5. Minimize the use of WCD features that incur additional charges (long distance calls, text messages, etc.). Use of "extra" WCD features may add to the expense to an already more expensive means of phone service.