



## **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 director of support services 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 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.

### **Cell Phone Use**

1. Cell phones are provided specifically to carry out official district business when other means of communications are not readily available.
2. Cell phones 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 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.
4. Cell phones are not to be used for conversations involving district information of a confidential nature.
5. Cell phones are not to be loaned to others.
6. 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 director of support services who will in turn notify the service provider.

7. Cell phones issued for employee use are to be returned to the director of support services 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 cell phones to conduct district business in accordance with Board policy and this regulation, with prior approval of the superintendent or business manager.
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.