



Cellular Telephones

ESD-owned cellular telephones may be purchased and authorized for staff use in accordance with the following:

Cellular Telephone Authorization

Cellular telephones may be assigned or made available on a temporary basis by the director of business services when it is determined that:

1. The assignment of a cellular telephone to the employee is a prudent use of ESD resources;
2. The employee's job responsibilities require the ability to communicate frequently and access to an ESD 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 ESD property or safety of students, staff or others while on ESD property or engaged in ESD-sponsored activities.

Cellular Telephone Use

1. Cellular telephones are provided specifically to carry out official ESD business.
2. Personal use of cellular telephones 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 ESD duties, (i.e., a meeting which runs later than expected or a last minute schedule change).
3. Employees should be aware of their surroundings when using a cell/smart phone when discussing ESD information of a confidential nature. All ESD acceptable use agreements related to internet, texting and emailing apply to cell/smart phone usage.
4. Cellular telephones are not to be loaned to others.
5. Employees issued a cellular telephone are responsible for its safekeeping at all times. Defective, lost or stolen cellular telephones are to be reported immediately to the director of technology who will in turn notify the service provider. All email and contact data will be remotely erased.
6. Cellular telephones issued for employee use are to be returned to the director of technology at the conclusion of the fiscal year, activity or as otherwise specified.

Personal Mobile Device

Personal mobile devices may be used on a limited basis. A “personal mobile device” is defined by this administrative regulation as any employee-owned portable electronic device, excluding laptop computers, capable of accessing WESD-owned data via a third-party conduit such as a cellular phone carrier.

1. ESD employees may be reimbursed for use of privately-owned cellular telephones to conduct district business in accordance with Board policy and this regulation.
2. Use of personal mobile device to access any publicly available data hosted by Willamette ESD, such as the Willamette ESD website, falls outside the scope of this policy and is allowed.
3. The sync technology must support a mechanism to remotely delete WESD-owned information or possibly all information from the mobile device in the event of theft/loss, change in employment, security breaches, or other potential security risk events.
4. The employee acknowledges that a remote deletion may be initiated at any time without prior communication to the employee. Attempts will be made to contact the employee prior to deletion of any information from the device.
5. The employee is responsible for maintaining a backup copy for any/all data contained on the device that would be removed in the event of a remote deletion.
6. The employee is responsible for any data or service costs associated with the use of a personal mobile device.
7. The employee must immediately notify the WESD Information Technology department in the event that the mobile device is lost, stolen, inaccessible, or otherwise outside the immediate control of the employee. Failure to provide timely notification may result in disciplinary action.
8. Employees shall not access data from WESD via a mobile device outside the terms of this policy. This includes, but is not limited to, using third-party software to sync data to a device or non-approved protocols that may circumvent the security systems and policies of WESD.
9. Initial configuration of a personal mobile device will not be billed to the employee’s department or the employee. Substantial support for configuration and troubleshooting (efforts that take more than one-quarter of an hour) provided by Information Technology for a personal mobile device will be billed to the employee’s department at the current Helpdesk and/or Network service rate as applicable.

Reimbursement

1. Requests for reimbursement for authorized use of employee-owned cellular telephones are to be submitted on ESD-provided forms, available through the office and accompanied by a copy of the billing statement with the ESD 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 will be denied.
3. ESD reimbursement for authorized use of employee-owned cellular telephones will be made within 30 days.

