

POLICY

2010

5322

Non-Instructional/Business
Operations

SUBJECT: USE OF CELL PHONES

The Board of Education recognizes that certain District employees will be required to carry District-owned cell phones in order to meet their job responsibilities. Such phones should be provided only when a less costly alternative (e.g., pager, radio) is not available or is not appropriate in the circumstances.

A list of job titles requiring District-owned cell phones shall be maintained in the District office and reported to the Board of Education for its approval each year at its reorganizational meeting in July. All cellular telephone contracts shall be secured through the appropriate purchasing process (e.g., competitive bid, RFP process) and shall be subject to review and approval by the Board.

Cell phones are to be used for school district business purposes only and anything other than incidental private use is prohibited. Failure to follow these guidelines may result in revocation of the phone and discipline of the employee.

As with any District-owned equipment, employees must take proper care of cell phones and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the District Office. Since employees are responsible for the safe return of District-owned cell phones, employees who use District-owned cell phones may be liable for damages or losses which occur during the period of its use.

At least once per year, the District Office shall evaluate and report to the Board on the cost and effectiveness of the district's cellular telephone plan.

Historical Note: Adopted 10/10/06

Adopted 6/8/10