

USE OF DISTRICT PROVIDED HANDHELD COMMUNICATION DEVICES

I. PURPOSE

The purpose of this policy is to recognize the need for handheld communication devices to conduct school district related business, and through this policy, outlines the responsibilities associated with the provision of this equipment.

II. DEFINITIONS

- A. “Cell Phones” refer to cellular phones, smart-phones radios, or combination units, and, for the purpose of this policy, includes all equipment that transmits under the school district’s FCC license.

III. ELIGIBILITY AND APPROVALS

- A. Eligibility for a District-provided cell phone is based on the demonstrated and documented need for the employee to use such a device frequently in the performance of their job.
- B. The Superintendent and/or Business Manager is responsible for identifying those individuals who are eligible for a cell phone and indicating the type of device and service appropriate to meet business needs. All such devices will be paid for by District funds.
- C. If an employee’s duties change over time so that the employee no longer needs a cell phone to perform his/her job, or if the employee ceases to be employed by the District, the employee is required to return the equipment to the Superintendent or designee.

IV. APPROPRIATE USE OF CELL PHONES

- A. Cell phone operations will be conducted in accordance with the Federal Communications Commission (FCC) procedures and requirements.
- B. District cell phones will be used in a professional manner. Employees must be aware of data privacy of both students and other staff when using a cell phone.
- C. District cell phones are not to be used for personal business.
- D. Inappropriate use of a district issued cell phone may result in disciplinary action.

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