

## **Personnel – Certified/Non-Certified**

### **Cellular Telephones/District Issued Communication Devices**

The Board recognizes that the use of cellular telephones and other communication devices may be appropriate to provide for the effective and efficient operation of the District and to help ensure safety and security of District property, staff and others while on District property or engaged in District-sponsored activities. To this end, the Board authorizes the purchase and employee use of cellular telephones, as deemed appropriate by the Superintendent. Communication devices issued by the District may include cellular telephones, walkie-talkies, personal digital assistants (PDAs) or laptop computer with “beaming capabilities,” citizen band radios and pagers/beepers.

District-owned cellular telephones/communication devices shall be used for authorized District business purposes, consistent with the Districts mission and goals. Personal use of such equipment is prohibited except in emergency situations. Any expenses incurred for such personal use shall be reimbursed to the District.

Use of cellular telephones/communication devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline up to and including dismissal and referral to law enforcement officials, as appropriate.

The Superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cellular telephone needs, monitoring use and reimbursement. Provisions may also be included for staff use of privately owned cellular telephones/communication devices for authorized District business.

(cf. 5131.81 - Use of Beepers - Paging Devices/Cellular Telephones)

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Communication devices issued by the District may include cellular telephones, walkie-talkies, personal digital assistants (PDAs) or laptop computer with “beaming capabilities,” citizen band radios and pagers/beepers.

District-owned communication devices may be purchased and authorized for staff use in accordance with the following guidelines:

#### **Cellular Telephone Authorization**

Cellular telephones/communication devices may be assigned or made available on a temporary basis by the Superintendent and/or Business Manager when it is determined that:

1. The assignment of a cellular telephone/communication device 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 involves situations where immediate communication is necessary to ensure the security of District property or safe of students, staff or others while on District property or engaged in District-sponsored activities.

#### **Cellular Telephone/Communication Device Use**

1. Cellular telephones and any other District issued communication devices are provided specifically to carry out official District business when other means of communications are not readily available. These devices may not be used for routine personal communications except in emergencies involving employee health or safety.
2. Cellular telephones 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 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 District duties, i.e., a meeting which runs later than expected or a last minute schedule change. Whenever possible, such calls should be made or received on District or other public telephones.

## **Personnel — Certified/Non-Certified**

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#### **Cellular Telephone Communication Device Use (continued)**

4. Cellular telephones are not to be used for conversations involving District information of a confidential nature.
5. Cellular telephones or other District issued communication devices are not to be loaned to others.
6. Employees issued a cellular telephone or other District issued communication devices are responsible for its safekeeping at all times. Defective, lost or stolen cellular telephones are to be reported immediately to the Business Manager who will in turn notify the service provider. Reckless or irresponsible use of District equipment, resulting in loss or damage may result in the employee having to reimburse the District for any associated costs of replacement or repair.
7. District issued equipment shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.
8. Cellular telephones and any other District issued communication equipment issued for employees are to be returned to the Business Manager at the conclusion of the school year, activity or as otherwise specified or immediately upon request.

#### **Privately Owned Cellular Telephones/Electronic Communications Devices**

1. Employees may possess and carry cellular telephones, pagers/beepers and PDAs or laptop computers with “beaming capabilities” during the school day and on school property.
2. District employees may be reimbursed for use of privately owned cellular telephones to conduct District business in accordance with Board policy and this regulation, with prior approval of the Superintendent/Business Manager.
3. Personal use of privately owned cellular telephones and pagers/beepers authorized to use such equipment for District business is restricted to lunch, breaks or other such times when the employee is not on duty.

**Personnel — Certified/Non-Certified**

**Cellular Telephones/District-Issued Communication Devices**

**Privately Owned Cellular Telephones/Electronic Communications Devices (continued)**

4. Use of cellular telephones or audible pagers/beepers should be curtailed during instructional time or at school-sponsored programs, meetings, in services, parent-teacher conferences or any other time when there would be a reasonable expectation of privacy.
5. Any employee violating these rules will be subject to disciplinary action.