

**Cellular Telephones**

The Board authorizes the issuance of District cellular telephones (cell phones) to staff designated by the District for business telephone calls. At the time a designated employee accepts a District cell phone, he or she shall provide written assurance that the employee has read and understands the rules associated with District cell phones.

**General Procedures**

- It is against the law to operate a vehicle while using a cell phone, therefore the use of personal or district cell phones while driving a district vehicle or while conducting District business is strictly prohibited. This prohibition includes all functions of the cell phone including, but not limited to, phone calls, text messaging/SMS, e-mail, MMS, Internet, camera use, etc.
- Voicemail must handle all calls while driving, and calls may only be returned when stopped or pulled off the road.
- Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver's performance.

**Headset/Hands-Free Use**

The use of headsets or hands-free devices while driving is permissible IF:

- Use of the device does not cause distraction.
- Any dialing or use of the handset is handled while stopped or pulled to the side of the road.
- Conversations do not interfere with the driver's ability to drive safely.

In cases of negligence or loss, employees may be held responsible for the replacement of the employee's assigned District cell phone.

A violation of this policy could result in discipline. If an employee's violation is found to have been unsafe, accelerated discipline may be considered.

Adopted: 12/19/13

**Cellular Telephones****GUIDELINES FOR USE OF CELLULAR PHONES****1. District-Owned Cellular Phones**

The issues addressed in this section are intended to allow District staff to make use of the cellular telephone (cell phone) technology in their work, and yet avoid conditions that run the risk of violating laws that prohibit personal use of public property. Failure to follow these guidelines could result in consequences for the District and/or staff involved.

The guidelines are as follows:

- Whenever a District cell phone is lost, stolen, vandalized or destroyed, the matter must be reported to the Superintendent within two business days.
- Any employee who maintains a District-owned cell phone and/or attachments is personally responsible for its security and may be required to replace such items in cases of negligence or loss. The employee's immediate supervisor will determine whether or not the employee was at fault for such loss.
- Except in emergencies, District-owned cell phones may not be used for personal calls. Phone bills may be monitored for abuse. In the event there is abuse, the employee must reimburse the District for the cost of personal calls.
- Discretion should be used in discussing confidential or sensitive information on cell phones because cellular transmissions are not secure.
- Any employee who uses or is assigned a District-owned cell phone must sign and submit to the Superintendent "District-Owned Cellular Telephone Check-Out Form." Upon discontinuance of the use of the cell phone and/or when leaving employment with the District, the employee must turn in the cell phone to the Superintendent and have the return noted on the form.

**2. Personally-Owned Cellular Phones**

- Employees' use of personal cell phones will be considered to be for personal business, and such personal business shall not have an adverse impact on the Employees' productivity during work hours. Employees may be disciplined if they violate this section.
- In an emergency and in situations where there are no other phones available, employees may use their personal cell phones to conduct school business. Employees may be reimbursement by submitting a copy of the bill with the appropriate call(s) identified and a completed District Reimbursement Form, signed by the employee's supervisor. Reimbursement will be at the state contract rate. Bills must be submitted prior to June 30 of each year.
- The District will not be liable for loss, damage, theft, vandalism, or repair of personal cell phones. All related expenses and/or replacement costs would be the responsibility of the owner.
- When permissible, the District/state cell phone contract may be used to obtain equipment or service for personal use.

Adopted: 12-19-2013