

### STAFF USE OF WIRELESS COMMUNICATION DEVICES

The Board of Education will provide wireless communication devices (WCDs) (i.e., cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs) BlackBerries/Smartphones, WiFi-enabled or broadcast access devices, etc.) to employees who by nature of their job have a routine and continuing business need for the use of such devices for official District business. WCDs are provided as a tool to conduct District business and to enhance business efficiencies. WCDs are not a personal benefit and shall not be a primary mode of communication, unless they are the most cost-effective means to conduct District business (i.e., because some wireless services plans are billed on a time-used basis, District-owned WCDs should not be used if a less costly alternative method of communication is safe, convenient and readily available).

The Superintendent is authorized to designate those staff members who will be issued a District-owned WCD and provided with a wireless service plan.

Possessing a District-owned WCD is a privilege and all employees are expected to use them appropriately and responsibly. Employees are Responsible for managing the cost effectiveness of WCD use by utilizing assigned landline and/or designated computers as available and appropriate.

In order to continue to be eligible to receive a District-owned WCD, staff members are required to answer all calls on his/her WCD and promptly respond to any messages.

Employee safety is a priority of the District and responsible use of WCDs includes safe use.

Employees whose job responsibilities include regular or occasional driving and who are issued a District-owned WCD for business use are expected to refrain from using the WCD while driving.

#### Duty to Maintain Confidentiality of Student Personally Identifiable Information; Public and Student Record Requirements

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their District-owned WCDs.

Wireless communications, including calls, text messages, instant messages, and e-mails sent from WCDs may not be secure. Therefore, employees should use discretion in relaying confidential information, particularly as it relates to students.

Additionally, wireless communications, including text messages, instant messages and e-mails sent and/or received by a public employee or school official using their District-owned WCD may constitute public records if the content of the message concerns District business, or an education record if the content includes personally identifiable information about a student. Wireless communications that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. Wireless communications that are student records should be maintained pursuant to Policy 8330 – Student Records. Staff are required to comply with District requests to produce copies of wireless communications in their possession that are either public records or education records.

Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal, District supervisor, or Superintendent.

At no time may any WCD be utilized by an employee in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

#### Employees Responsibilities

Employees are responsible for the safekeeping, care and custody of the WCDs assigned to them. Further, employees are responsible for the cost of misuse, intentional damage or reckless loss of the WCDs provided to them.

Reasonable precautions should be taken to prevent unauthorized use/access, or loss, damage, theft and/or vandalism to said devices. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the WCD for return or inspection. Employees unable to present the WCD in good working condition within the time period requested (e.g., twenty-four (24) hours) will be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

WCDs may not be transferred to any other employee without prior notification and approval of the Superintendent. Employees provided with a WCD understand that the WCD is owned by the District. Any alteration or switching of WCDs must be approved in advance by the Superintendent.

Cellular telephone numbers provided by the District, via contract with a wireless service provider/vendor, are considered business numbers of the District which shall remain and belong to the District for its use, unless otherwise changed by the service provider/vendor or as mandated by the Federal Communications Commission. Employees are not allowed to transfer/port a previous personal cellular telephone number to a District-owned WCD.

Potential Disciplinary Action/Cancellation of District-owned WCD

Violation of this policy may ~~constitute just cause for~~ **result in** disciplinary action up to and including termination and reimbursement for non-business calls. Use of the WCD in any manner contrary to District policy or local, State or Federal laws will constitute misuse and will result in the District immediately canceling the employee's privilege to use a District-owned WCD and return of the device.

Adopted 7/18/2011  
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