District Cell Phone Use

Minidoka County School District # 331 provides cell ~~encourages employees to use regular line telephones during work hours rather than District provided cell phones when at their work place. Cell~~ phones ~~are provided~~ to key staff in roles that involve safety or on-call issues. ~~Smart phones are provided to designated personnel.~~ Staff with district provided cell phones are asked to have their phone turned on at all times. District business e-mail and text messaging is provided and is expected to be checked regularly and responded to in a timely manner. Head custodial, maintenance staff and grounds crew phones are also provided cell phones ~~to defray the high cost of radios, replacements and service that is not reimbursed by E-rate~~.

The employees that are issued cell phones are asked to keep cell phone usage to a minimum and are required to reimburse the district for personal calls that contribute to a monthly charge beyond the base monthly rate. The base monthly rate ~~plan~~ must be approved by the Superintendent, authorized by the Business Manager and approved by the Board of Trustees.

If an administrator or supervisor choses to use their own phone rather than a District-issued phone they will be reimbursed up to the base monthly rate provided their phone is available for District business at all times.

NOTE: Use of a personal device for District business may make the user subject to public records requests for information contained on that device.

Personal Device Use

All District employees should realize that personal cell phone or personal device use (conversations, texting or social media access) for personal conversations during the work day should be kept to a minimum. If an employee's personal use of their device causes disruptions or loss of productivity, they may become subject to disciplinary actions.

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LEGAL REFERENCE:

ADOPTED: January 3, 2002

AMENDED/REVISED: March 17, 2014; November 20, 2017

SECTION 500: PERSONNEL