

**District Cell Phone Use**

Minidoka County School district # 331 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 Administrators, Supervisors, and Technology personnel. Staff with district provided cell phones are required 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 when not at the place of work. Head custodial phones are provided to defray the high cost of radios, replacements and service that is not reimbursed by E-rate. Additionally, staff members who are required to travel regularly throughout the district on business are also provided with a cell phone. These staff include: Nurses, Liaisons, and Grounds Crew.

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 Accounts Payable clerk and approved by the Board of Trustees.

**Personal Cell Phone Device Use**

All District employees should realize that personal cell phone or personal device use (conversations, texting or social media access) during the work day should be kept to a minimum. It is recommended that personal cell phone conversations not occurring during a break or at lunch, be no more than five minutes in length and should not occur more than once a day unless there is an emergency, or extenuating circumstances.



**LEGAL REFERENCE:**

**ADOPTED: January 3, 2002**

**AMENDED/REVISED: March 17, 2014**