

Policy IFBC: District Cellular Telephones

Status: DRAFT

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District Staff Cell Phone Policy

The Jackson County School District recognizes that the use of cellular telephones by district staff may be an appropriate communication device to provide for the efficient and effective operation of the district and to help ensure safety and security during school sponsored events and activities. To this means, the Board authorizes the purchase or lease of cellular telephones for employee use, as deemed appropriate by the Superintendent.

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

The Superintendent or his/her designee 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.

Authorization:

Cellular devices may be assigned or made available to the following staff members by the Superintendent. These devices will be placed on an unlimited plan; however, personal use of district cellular devices should be limited.

1. Superintendent
2. Assistant Superintendents
3. Technology Director
4. Facilities Manager

Other district cellular devices may be assigned by the Superintendent, and they will be on the most cost effective plan available from the vendor, to be determined by the Superintendent. Such staff will include the following:

- Principals
- Athletic Director
- Technology Staff
- Behavioral Assessment Staff
- School Psychologist
- Nurses
- HVAC Staff
- Maintenance Staff
- Homebound Teachers
- Directors
- Assistant Principals
- Mechanics
- District Test Coordinator
- Transportation Supervisor

USAGE:

- Employees must adhere to the Acceptable Use Policy when using cellular devices.
- Cellular devices are provided to carry out district business when other means of communication are not readily available. Cellular devices should not be used when an alternative is readily available unless it is necessary for safety or in emergency circumstances. '
- Personal use of district cellular devices should be limited. Whenever possible, such calls should be made or received by alternative means.
- Cellular devices are not to be loaned to others.
- Employees issued a cellular device are responsible for its safekeeping at all times. Defective, lost or stolen cellular devices are to be reported immediately to the Superintendent or Superintendent's designee, who will then notify the service provider.
- Cellular devices issued to employees are to be returned to the Superintendent or his designee at the conclusion of employment, or otherwise specified.

Employees must adhere to all local, state, and federal laws related to using a cellular device while driving. Cellular devices are not to be used while driving either a district owned vehicle, or a personal vehicle used for district business unless a hands free device is used.

MONITORING

The Superintendent's designee will review the district's bill each month for any unusual charges. Any unusual charges identified will be reviewed further by the appropriate Assistant Superintendent. Employees will be notified if any unusual usage is noted and a written explanation will be submitted by the employee to the Assistant Superintendent. Indications of abuse in the use of a district cellular phone will result in the loss of the use of the phone by the employee. Any charges resulting in the abuse will be paid by the employee within 30 days of notification. If the employee fails to pay the charges within the allotted time, the district cellular phone will be collected from them and their personal use of the phone suspended.

For the purposes of determining reimbursement and/or abuse the following guidelines will be used:

- If the data used by an employee exceeds the district's plan, then the employee shall be financially responsible for any charges incurred.
- Any charges for long distance calls not approved as district business, or approved in advance, will be the financial responsibility of the employee.
- Any charges incurred for roaming without prior approval, or when traveling on personal business, shall be the financial responsibility of the employee.

If the employee fails to pay the charges, use of the district cellular phones will be revoked.
