

USE OF CELL PHONES

The Board of Education recognizes that the Superintendent of Schools and certain district employees will be required to carry district-owned cell phones in order to meet their job responsibilities. Such phones should be provided only when a less costly alternative (e.g., pager, radio) is insufficient to meet contemporary expectations of capacity to communicate and respond promptly to timely district needs or safety concerns.

Upon adoption of this policy, a list of job titles requiring district-owned cell phones shall be established and maintained in the Business Office and reported to the Board for its approval each year at its reorganization meeting in July, as part of the reorganization meeting agenda. All cellular telephone contracts shall be secured through the appropriate purchasing process (e.g., competitive bid or RFP process) and shall be subject to review and approval by the Board.

Cell phones are intended for school district business purposes. Regular use beyond essential district business purposes is limited to emergency response or providing timely updates on location and anticipated return to the appropriate school office or to one's home [so as to provide a reasonable estimated time of arrival for instances when due to lack of a convenient land line, the cell phone is temporarily the primary channel of school communication]. Failure to follow these guidelines may result in revocation of the phone and employee discipline.

As with any district-owned equipment, employees must take proper care of cell phones and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office. Employees are responsible for the safe return of district cell phones, and may be liable for damages or loss which occur during the period of its use.

At least twice per year, the School Business Administrator shall evaluate and report to the Board and Superintendent on the cost and effectiveness of the district's cellular telephone plan, with particular focus on the extent that the plan accommodates the necessary amount of 'flat fee' minutes to meet the needs of the school district.

Adoption date: August 11, 2009