

Billings Public Schools

CELLULAR PHONES

This Procedure establishes guidelines for the issuance of District-owned cellular telephones as well as procedures for monitoring and controlling costs related to cellular telephone use in connection with District business. This procedure outlines guidelines for appropriate use and issues relating to cellular phone acquisition. This procedure was created in order to enhance employee safety and help manage telecommunication costs. This procedure applies to all employees who have been or will be responsible for a cellular device issued by Billings Public Schools or conduct business on behalf of Billings Public Schools using a cellular device.

Billings Public Schools may consider the issuance of cellular phones to employees for use in conducting official District business outside the workplace when there is a significant reason for doing so. The issuance of a cellular phone to employees is to be used for district use only (No Personal Use). The Superintendent will be responsible for determining which employees will be issued a cellular phone.

It is imperative that cellular devices owned by Billings Public Schools used to conduct District business be used appropriately, responsibly and ethically. The following must be observed:

- District-owned cellular devices are property of Billings Public Schools and must be treated, used, and safeguarded as such. If an employee damages or loses a District-owned cell phone due to negligence, that individual will be responsible for reimbursing the District for all repair or replacement costs
- No employee is to use a District-owned cellular phone for the purpose of illegal transactions, harassment, obscene behavior in manner that violates any existing District Policies.
- If an employee does not return a District-owned cell phone when requested, he or she will be required to reimburse Billings Public Schools the purchase price of the cell phone.
- It will be the responsibility of the District to furnish a cell phone and pay the monthly contracted charge for the use of a cell phone. Long distance charges, roaming fees and text messaging will not be paid by the District.
- All employees issued a cell phone will have their name and number listed on the Billings Public Schools web site at www.billingschools.org

Implementing Policy 5017

Rules of Conduct

Cross References: 3205

District-Provided Access to Electronic Information,
Services and Networks

7320

Purchasing

Procedure History:

Issued by Superintendent on: October 20, 2008
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