

Davis School District Policy and Procedures

Subject: 2HR-400 District Issued Handheld Wireless Communication Devices
Index: Human Resources – District Resources Management
Revised: October 4, 2016

1. PURPOSE AND PHILOSOPHY

The Davis School District Board of Education (Board) recognizes its duty to govern handheld wireless communication device issuance, use, and associated charges of Davis School District employees, officials or agents and thereby establishes this policy.

2. HANDHELD WIRELESS COMMUNICATION DEVICES ISSUANCE

Davis School District (District) hereby approves the use of handheld wireless communication devices by employees, officials or agents who qualify under the guidelines of this policy.

- 2.1. The Communication Systems Support Department is responsible for all District handheld wireless communication devices and will administer and manage the provisions of this policy.
- 2.2. Assignment of handheld wireless communication devices shall be restricted to employees, officials or agents who:
 - 2.2.1. travel from their assigned work-site on District business for a significant part of their normal workday;
 - 2.2.2. must frequently communicate with staff or supervisors while away from their assigned work-site; or
 - 2.2.3. must be accessible at all times.
- 2.3. An individual's supervisor shall determine eligibility for handheld wireless communication devices. If the budget director of the budget from which the communication device charges will be paid is not the same person as the individual's supervisor, both the supervisor and budget director shall be required to approve the request for a District issued handheld wireless communication device. The individual's supervisor or designee shall request the communication devices through the Encore process.
- 2.4. After approval is completed through the Encore process the Communication Systems Support Department will provide each eligible and approved employee, official or agent with a basic handheld wireless communication device package. The package shall consist of, but not be limited to, the communication device, charger, and other items provided by the selected manufacturer. Expenses related to handheld wireless communication devices and related items requested by the individual, which are in addition to the basic package provided by the District, shall be the responsibility of the individual.

3. EMPLOYEE, OFFICIAL, OR AGENT RESPONSIBILITIES

- 3.1. Use of a District issued handheld wireless communication device is a privilege that may be revoked at any time for inappropriate use. Such inappropriate use shall include but not be limited to using a District issued handheld wireless communication device to harass, annoy, operate a business, or for any illegal activities.
- 3.2. Employees, officials, or agents will be responsible for expenses incurred in the replacement of handheld wireless communication devices and associated equipment that are damaged due to negligence or misuse.
- 3.3. Employees, officials, or agents are encouraged to pull off to a safe area and stop driving

2HR-400 District Issued Handheld Wireless Communication Device Policy

to use a handheld wireless communication device in a vehicle. Individuals who use a handheld wireless communication device while driving must continue to operate the vehicle in a safe manner.

- 3.4. Employees, officials, or agents shall comply with State law prohibiting text messaging, electronic mail, or dialing a phone number using a handheld wireless communication device while operating a moving vehicle on a highway in the state.

4. TERMINATING EMPLOYEES, OFFICIALS, OR AGENTS

- 4.1. Supervisors are responsible for seeing that terminating employees, officials, or agents surrender their handheld wireless communication device and associated items to the Communication Systems Support Department prior to leaving the employment of the District.
- 4.2. Reissuance of a surrendered handheld wireless communication device shall not occur without handheld wireless communication device approval through the Encore process.

2HR-400 District Issued Handheld Wireless Communication Device Policy

DEFINITIONS

“**Handheld wireless communication device**” means a handheld device used for the transfer of information without the use of electrical conductors or wires (i.e., wireless telephone; text messaging device, laptop; or any substantially similar device that is readily removable from the vehicle.)

REFERENCES

[Utah Code Ann. §41-6a-1716](#) – Prohibition on using handheld electronic communication device while operating a motor vehicle.

FORMS

[Terminating or Transferring Employee Checklist](#)

DOCUMENT HISTORY:

Adopted: January 4, 2005

Revised: September 22, 2010 (by consent) - As part of a five-year review, including a reorganization of the Table of Contents, policy was renumbered from 2HR-116 to 2HR-400 and renamed to District Issued Handheld Electronic Communication Devices (formerly District Issued Cellular Phone Policy). Changed “cellular phone” to “handheld electronic communication device” and added prohibition of texting while driving. Changed application to request through Encore.

Revised: October 4, 2016 – Five-year review. The section on payment review of charges and reimbursement for overages was removed. The District is on a shared plan, there are no individual overages for service.