

Section: Personnel-Certified/Non-Certified

**Subject: Cellular Telephones/
District Issued Communication Devices**

**P-4118.6
4218.6**

**Board Policy
Milford Public Schools
Milford, CT**

Milford Public Schools (District) recognizes that the use of cellular telephones and other communication devices (including, but not limited to, Smartphones, mobile and handheld devices, and two-way radios) may be appropriate to provide for the effective and efficient operation of the District and to help ensure safety and security of District property, staff and others while on District property or engaged in District-sponsored activities. To this end, the Board authorizes the purchase and employee use of communication devices, as deemed appropriate by the Superintendent.

District-owned cellular telephones/communication devices shall be used for authorized District business purposes, consistent with the District's mission and goals. Any additional expenses incurred for personal use shall be reimbursed to the District. Transmission or receipt of inappropriate messages, including pornographic or lewd images, is strictly prohibited and may subject an employee to disciplinary action.

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

It is important to emphasize that cellular telephones and other communication devices issued by the District remain the property of the Milford Public Schools even after such devices have been issued to District personnel. As such, the District reserves the right to monitor and to access any and all communications made using such devices, including, but not limited to, voicemail messages and text and picture messages.

Employees issued a cellular telephone or other District issued communication device is responsible for its safekeeping at all times. Defective, lost or stolen devices are to be reported immediately to the Information Technology Department (IT) who will in turn notify the service provider. Reckless or irresponsible use of District equipment, resulting in loss or damage may result in the employee being required to reimburse the District for any associated costs of replacement or repair. All employees issued a district cellphone must use password protection on the device.

Cellular telephones and any other District devices issued to employees are to be returned to the IT Department at the conclusion of employment or as otherwise specified or immediately upon request.

Board Policy Approved: September 12, 2011
Policy Revision Approved: October 14, 2019