



**KENNEWICK SCHOOL DISTRICT**

**DISTRICT-ADMINISTERED CELL PHONE AGREEMENT**

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Phone Model: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Other related items: \_\_\_\_\_

**Conditions of Use**

As an employee of the Kennewick School District, I desire to check out and use the above referenced cellular phone and other related items, which are property of the Kennewick School District, and hereby agree to follow the guidelines below.

1. I agree that this cellular phone will be used by me for purposes related to my work with the District.
2. I agree to not “loan” or otherwise make the cell phone available to non District personnel, and that lending this phone to another employee of the District in no way releases me from the liability.
3. I understand that the District issued cell phone is only authorized for the plan minutes assigned. I agree to reimburse the District for minutes used in excess of the assigned plan minutes and for all other charges for device features that exceed the assigned plan minutes basic plan services (additional minutes, 411 calls, text messaging, internet access, ring tone downloads, etc.).
4. I accept full responsibility and financial liability for loss, theft, vandalism, or any other related circumstance of this phone and related equipment and agree to indemnify the District’s loss to the full replacement value of the equipment in question. (In selected cases, the District may decide not to replace the item and could at its sole discretion settle for a lesser amount than full replacement value.)
5. I understand that all cell phone service requests and cell phone upgrades are required to be made through the business office.
6. I agree to reimburse the District for repair of the cell phone that was necessitated by my negligence.
7. I agree to use the cell phone in a responsible and safe manner. I understand the use of a District owned cell phone while operating a vehicle is prohibited.
8. I understand that improper use of a District owned cell phone can result in disciplinary action, up to and including termination.

9. I understand that I must surrender the phone upon leaving employment with the District, or for failure to follow District cell phone policies and procedures.
10. I agree that salary reduction may be used by the District to recoup cell phone costs that are not in accordance with the procedures described herein.
11. I understand that the above referenced cell phone and cell phone plan may be cancelled by the district when the majority of cell phone use is personal or outside of the basic plan services or when guidelines identified herein are not followed.

**By signing below and taking the above referenced equipment, I agree that I have read and understand and agree to follow the guidelines and condition of use of the cellular phone and related equipment and understand the responsibilities outlined therein and hereby agree to accept all of the foregoing conditions.**

**Employee signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Supervisor approval: \_\_\_\_\_ Business Manager. Approval: \_\_\_\_\_