

# SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: CELLULAR SERVICE

ADOPTED: August 15, 2016

REVISED:

717. CELLULAR SERVICE	
1. Purpose	The Board recognizes that the use of cellular service by district employees may be appropriate and necessary to provide for the effective and efficient operation of the district. In addition, the use of cellular service can help to ensure the safety and security of district property, staff, students and others while on district property or engaged in district-sponsored activities.
2. Authority  Pol. 624	The Board authorizes the purchase and employee use of cellular service.  Cellular service provided to employees by the district shall be used for authorized district business purposes. Personal use of such shall be prohibited, except in emergency situations.
3. Guidelines  Pol. 317	Expenses incurred for personal use of district-provided cellular service shall be reimbursed to the district by the employee.  Use of cellular service by employees in violation of Board policy, administrative regulations, and/or federal or state laws shall result in discipline, as appropriate.
4. Delegation of Responsibility	The Superintendent or designee shall determine which employees receive district-provided cellular service for business purposes.  The Superintendent or designee shall develop administrative regulations to implement this policy, including a uniform and controlled system for identifying employee cellular service needs, monitoring employee use, and reimbursement.  The Superintendent or designee shall develop administrative and reimbursement procedures for staff use of privately owned cellular service for authorized district business.  References:  Internal Revenue Code – 26 U.S.C. Sec. 1 et seq.  Board Policy – 000, 317, 624