

## CELL PHONES

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The Board understands that the use of cellular phones provides for effective communication in the course of conducting district business. Furthermore, the Board recognizes the necessity of providing a mode of communication that will extend a safe learning environment for staff and students while away from school facilities.

The Board directs that cellular phone service be made available by the Mead School District for use by appropriate district staff and directs the Superintendent to develop guidelines that allow for reasonable use of cellular phones. The Superintendent, or designee, or shall establish procurement procedures for cell phones that satisfy the requirements for E-rate reimbursement and is responsible for internal review of cell phone invoices. Cell phone users are responsible for adhering to Board policy and following administrative regulations.

The following guidelines have been established for cell phone use:

1. Superintendent or his/her designee will assign use of phones based on need and availability.
2. Use of school district cell phones is primarily for school district business.
3. Phone users will be held responsible for non-work related calls over the pool.
4. Cell phone users shall not "loan" or otherwise make available their cell phone to non-district personnel.
5. Cell phone users are responsible for all calls on their respective phones.
6. Cell phone users are responsible for the safety and security of the cell phone equipment assigned to them. All cell phone equipment must be returned to the school district upon termination, leave of absence, or the request of the school district. Ordinary repairs and replacement of cell phone equipment will be paid by the user's appropriate budget.
7. In accordance with Policy 6009, drivers of school district vehicles shall not use cellular phones while their vehicle is in motion, with or without students aboard. Cell phones may only be used when school district vehicles are lawfully parked.

**Adopted: December 12, 1999**

**Re-numbered and Revised: November 13, 2007**