

**Board of Education Policy**

**MOBILE DEVICES REGULATION**

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The following positions are authorized to carry District-owned mobile devices (e.g. cell phone):

- Superintendent
- Deputy Superintendents
- Assistant Superintendents
- School Business Official
- Executive Director for Educational Services
- Administrator for Pupil Personnel Services
- Athletic Director
- Principals
- Assistant Principals
- Dean of Students
- Instructional Directors
- Physical Education Teachers
- Director of Facilities
- Administrator for Instruction and Data Reporting
- Transportation Coordinator
- Facilities Office
- IT Director
- IT Staff
- Maintenance Employees
- Head or Senior Custodians
- Security
- Grounds Custodians
- Bus Driver
- Computer Support Technicians
- Staff Developer
- Custodian
- Other personnel as assigned by the Superintendent of Schools or his/her designee

The Superintendent or his/her designee is empowered to authorize the assignment of Mobile Devices to selected employees. The Mobile Device assignment form should be used to make this assignment.

As the mobile devices are intended for business use, it is understood that there may be personal use and that the employees should adhere to the certification on the assignment form stating that he/she will not use the mobile devices to either make or receive calls of a non-business nature except in the case of an emergency.

Purchasing will monitor the total use of minutes on a monthly basis and report any overages to the School Business Official. Purchasing will analyze the usage and make reports, and recommendations for upgrading the service plan if appropriate, to the Superintendent or his/her designee. The Superintendent or his/her designee shall be responsible for speaking with the effected employee(s) about the volume of the mobile devices usage and shall be responsible for making any decisions to upgrade the service plan.

**Adopted:** 02/09/2005  
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