

<b>5322</b>	<b>Use of Cellular Wireless Devices</b>
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The Board of Education recognizes that certain district employees will be required to carry district-owned cellular/wireless communication devices in order to meet their job responsibilities. Such phones should be provided only when a less costly alternative (e.g., pager, radio) is not available or is not appropriate in the circumstances.

A list of job titles requiring Ballston Spa Central School District-owned cellular/wireless communication devices shall be maintained in the Business Office. All cellular telephone contracts shall be secured through the appropriate purchasing process (e.g., BOCES, competitive bid, RFP).

Cellular/wireless communication devices are to be used for school district business purposes only and anything other than incidental private use is prohibited. Failure to follow these guidelines may result in revocation of the phone and discipline of the employee.

As with any District-owned equipment, employees must take proper care of cellular/wireless communication devices and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office. Since employees are responsible for the safe return of district-owned cellular/wireless communication devices, employees who use district-owned cellular/wireless communication devices may be liable for damages or loss which occurs during the period of its use or disciplinary action.

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