



FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT

520 Fifth Avenue Fairbanks, Alaska 99701-4756 (907) 452-2000

www.k12northstar.org



TO: Cell Phone Users
 FROM: Joseph Tyson *JTY*
 Risk & Safety Coordinator & Business Services
 DATE: 14 February 2022
 SUBJECT: Guidelines for the use of District-provided cellular phones

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The District may issue cell phones to employees whose jobs require them to make calls after work hours or require them to be accessible for work-related matters. Cell phones issued by the District are District property. Employees must comply with District requests to make their District-issued cell phones available for any reason, including upgrades, replacement, or inspection. Employees who leave the District for any reason must turn in their District-issued cell phones with all accessories, chargers, etc.

The District has authorized a cellular phone for your use in your capacity as a District employee. The following guidelines apply to your use of this service:

- Cellular phones are **for official FNSBSD business only**.
- Please be mindful of data limits. The data plan is shared and does have limitations.
- Keep in mind *any information, emails, text messages on the phone belongs to the school district and can be requested to access at any time.*
- You will be responsible for any unauthorized purchases from iTunes or other service providers. *Please speak to your supervisor before adding any applications or software.*
- **Photos of students are considered student records; please do not share or distribute on social media platforms before asking your supervisor's permission.**
- Please place a privacy lock on the cellular screen, and share the password with a supervisor.
- *Employees are responsible for the security of district-issued cell phones and the information stored on them.*

Please keep the above guidelines in mind when using your cellular phone. Never store confidential school information on a cell phone.

You are receiving a cellular phone with an appropriate charger, protective cover, and other accessories. If your District issued cell phone is lost or stolen, notify me immediately. The employee must return the same items with the phone when no longer needed. If provided accessories are lost or stolen, the employee is responsible for replacing said items with personal funds.

GCI is currently the school district's cellular service provider; however, if you need to make changes, you will have to work through an authorized individual on the account. You may contact me at joseph.tyson@k12northstar.org or 907-452-2000, 11303 if you have questions.