

Regulation 5580R

Non-Instructional/Business Operations

USE OF DISTRICT CELL PHONES

District-owned cell phones that are assigned to individual employees

A district-owned cell phone will be issued to a district employee when required by that employee's job duties and as determined by the Superintendent or designee.

The following rules shall apply regarding the use of a District-owned cell phone:

1. The cell phone may not be used by anyone other than the employee to whom it is issued.
2. In order to cover the cost of personal use of a district-owned cell phone, an annual amount specified by the School Business Official for each month a phone is issued to an employee will be deducted from the employee's paycheck. The amount will be divided equally over 24 paychecks. Any use that falls outside the district's plan (roaming, foreign country usage, text messaging, photos, etc.) for non-school purposes will be reimbursed by the employee.
3. Employees are responsible for any damage to the phone that results from negligence.
4. Employees who will be absent for more than two weeks must return the phones to the district prior to the absence.
5. Employees issued phones temporarily under the basic plan for emergency use only will not be subject to a monthly charge. All personal use of these phones is prohibited.

1/19/06

(Renumbered from 5575R - July 08)

Revised 08-09-13, 09-06-18