

STAFF USE OF SCHOOL DISTRICT CELLULAR TELEPHONES

The School Board recognizes that the operation of the school district may require some employees to be accessible at all times of the day, and that such accessibility may be difficult due to the amount of time the employee is required to be away from his or her primary work location, or due to the fact that communication may be necessary outside of normal business hours. In order to meet those needs, the school district may provide cellular telephones, ~~paggers~~, and/or two-way radios to employees who meet eligibility criteria established by the Superintendent based upon the efficient operation of the district. In addition, schools/departments may also be provided with unassigned cellular telephones where prudent usage dictates a check out/check in process as opposed to permanent assignment to an individual.

A cellular telephone for the purposes of this Policy is any device that is capable ~~for~~ of using the services provided by the public cellular telephone networks. These devices vary from a simple telephone device that allows calls to be made and received, to smart phone devices that ~~may~~ provide additional applications and options ~~varying from simple features such as a phone number directory, simple appointment calendar, and calculator to more complex phones that can do simple text message and synchronizing directory and calendar data with computers, to devices with telephone features and PDA (personal digital assistant) capabilities which would include fully including~~ synchronized contact databases, calendars, email, and web browsing; ~~to general computers with cellular phone network cards.~~

When an employee is provided with a cellular telephone, limited personal use may be allowed, but only where such use does not interfere with school district business, and where the employee reimburses the school district for costs related to such limited personal use. However, the Superintendent shall also have the discretion to further restrict or prohibit such personal use. Eligibility for cellular telephones providing mobile access to e-mails and other internet technology shall be limited to those employees with whom such communications are necessary at any time of the day, regardless of location.

Employees should conduct school district communications on district owned and maintained systems and hardware. However, the district recognizes that some communications may occur on systems and devices not provided and maintained by the district. If a personal computer, cell phone, or other device is used for work communications, it is incumbent on the employee to retain any significant work communications that go beyond transitory messages as defined by the State of Florida General Records Schedule GSI-SL for State and Local Government Agencies. Cell phones (district issued or personal) in particular may come with cyber security features that do not allow for centralized data archiving. In this case, data stored locally on this type of cell phone will be considered the archive of record.

Pursuant to this policy, the Superintendent shall establish procedures that include: (1) a process by which the school district will designate which vendors and plans are to be available; (2) criteria for eligibility for a cellular telephone, and a process by which requests for such equipment are evaluated; (3) requirements for recordkeeping and timely reimbursement necessary to ensure that the school district maintains an accountable plan under Internal Revenue Service regulations; (4) notice to the employee of the procedures which must be followed by employees who are provided cellular telephones; (5) review of charges by the employee's supervisor; and (6) audits as may be reasonable and prudent.

Legal Authority:

Sections 1001.41(2), 1001.49(3), Florida Statutes

Laws Implemented:

Sections 1001.43(9), Florida Statutes

History:

(Adopted -- April 10, 2007)

(Revised – xx-xx-xxxx)

(Effective Date -- ~~April 10, 2007~~ xx-xx-xxxx)