

## STAFF USE OF CELL PHONES

The Board of Education recognizes that it is beneficial for certain district employees to carry cell phones in order to better meet their job responsibilities. A list of job titles utilizing district-owned cell phones shall be maintained in the business division and reported to the Superintendent of Schools annually.

The district shall establish the level of service contract for each specific employee. All such contracts shall be subject to review by the Superintendent and approval by the Board. Employees shall make every attempt to use their cell phones for business purposes only. In the event an employee uses a district-owned cell phone line for other than district business purposes, he shall reimburse the district for such nonbusiness calls within 60 days.

All district-owned cellular telephones are to remain the property of the district. District-owned cellular telephones shall be returned immediately upon the employee's termination of employment or upon request. Employees who fail to return a district-owned cellular telephone upon termination of employment or at the district's request will be billed for the actual cost of the cellular telephone and for all charges incurred after date of termination or the date the district requested the phone be returned.

As with any district-owned equipment, employees must take proper care of cell phones 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 cell phones, employees who use district-owned cell phones will be liable for damages or loss caused by negligence which occur during the period of its use.

At least once per year, the business division shall evaluate and report to the Superintendent of Schools on the cost and effectiveness of the district's cellular telephone usage. The Superintendent will report the findings to the Board of Education.

Date Adopted: 5/16/06