



Dothan City Schools Board of Education Company-Issued Cell Phone Procedure

Dothan City Schools Board of Education may issue company cell phones to employees who have a frequent and legitimate business need for them. Employees should understand that the phones are the property of Dothan City Schools Board of Education and intended for business use only. Employees must return all company property, including company cell phones, upon the termination of employment.

Cell phones, company-issued or personal, should not be used when they could pose a security risk, safety risk, or distract from work tasks. The following guidelines apply for cell phone use:

- Do not use a cell phone while driving or operating equipment. Pull over to answer calls or use hands-free options.
- Do not use your personal cell phone for personal social media activities, browsing the internet, or playing games during work hours.
- Avoid using company cell phones for personal tasks.
- Refrain from storing confidential company information on personal devices.
- Do not use cell phones to record confidential information unless permitted by management, and with proper security settings in place.
- Do not use phones during meetings or in a manner that is disruptive to the work environment.
- Ensure that the device and accessories are preserved in perfect condition
- Do not download or upload inappropriate, illegal or obscene material on a company cell phone.

Misuse of company-issued cell phones may result in disciplinary action. Employees found to be improperly using their company phones may lose the privilege of having a company phone. Any employee that is found to be using the phones in a dangerous, illegal, or harassing manner will face disciplinary action up to and including termination.

Upon the termination or resignation of an employee from Dothan City Schools Board of Education, the cellular phone number of that phone will remain with the company and will not be ported or released to the employee. Employees are also not permitted to have their personal phone number ported or released to Dothan City Schools Board of Education to be used on a company-issues cell phone nor are employees allowed to bring their own device for use as a work phone to be added on the district mobile phone plan. A cell phone number and device will be provided to the employee by Dothan City Schools Board of Education. All employees are not provided a company-issued cell phone. Only those users in certain key positions or those who their direct supervisor or principal deem necessary for work purposes are issued a company cell phone.

Dothan City Schools Board of Education reserves the right to amend or alter the terms of this procedure at any time.