

CELLULAR TELEPHONES

SUPERINTENDENT APPROVAL MUST BE REQUESTED IN WRITING

Prior to the purchase of District phones, or the authorization of use of employee-owned phones for business use, a completed Cellular Phone Use Approval Form addressing the issues listed in Policy No. 6250 must be submitted for approval of the Superintendent/designee.

RECORDS OF CELLULAR PHONE USERS, EQUIPMENT AND LINES

The Superintendent/designee will maintain a record of all employees authorized to use cellular phones for business purposes. This will include a signed Cellular Phone Use Agreement for each authorized user. An inventory of all cellular phones and phone lines will be maintained.

ELIGIBLE USERS

The following positions are eligible to request either a district issued phone or reimbursement for an employee owned cellular phone used for business use:

1. Superintendent
2. Principals
3. Directors
4. Authorized grounds\maintenance personnel

RULES OF USE

1. Direction should be used in discussing confidential or sensitive information on cellular phones because cellular transmissions are not secure.
2. Cellular phones need to be protected for both air-time theft and equipment theft by taking precautions to restrict access to the phones.

CELLULAR TELEPHONES

FREEMAN SCHOOL DISTRICT PERSONAL CELLULAR PHONE USE APPROVAL FORM

Superintendent/Designee Approval Signature

Name: _____

Date: _____ Location: _____

Cell Phone Number: _____

Reason Cellular phone is Necessary: _____

Conditions of Use:

1. In return for receiving a monthly phone allowance, the undersigned must be required to carry a cell phone for purposes related to his/her work at the Freeman School District. This cell phone must be turned on at all times and the employee must be reachable at the designated cell phone number.
2. The District is not responsible for loss of damage to personally owned cellular phones.
3. The cell phone allowance must be approved annually by the District.

I agree to the above statements and have received a copy of Board Policy and Procedure No. 6250.

Signed: _____ Date: _____