HEWLETT-WOODMERE UFSD **POLICY 8332**
( ) Required
(X) Local
( ) Notice

STAFF USE OF CELLULAR PHONES AND ELECTRONIC EQUIPMENT

The Board of Education recognizes that certain district employees are required to carry cellular phones or maintain other communications equipment in order to meet their job responsibilities. District employees may also be required to install telecommunications links in their residence to access District systems outside of normal working hours.

The Board of Education also recognizes that certain district employees may request the use of computer-related or audio-visual equipment outside of the District in order to complete special projects or presentations.

The Superintendent shall develop procedures to ensure the implementation of this policy and establish reimbursement practices in instances where employees may access District-provided equipment or services for personal use.

Adopted: 4/20/05

Amended: 4/23/25

STAFF USE OF CELLULAR PHONES AND ELECTRONIC EQUIPMENT

The Board of Education recognizes that certain District employees are required to carry cellular phones or maintain other communications equipment in order to meet their job responsibilities. The Superintendent will periodically review the list of employees authorized to have access to equipment at district expense and a written report shall be submitted to the Board of Education twice annually.

1. Cellular phones. A list of job titles requiring District-owned cellular phones and the level of service contract shall be maintained in the business office and a written report shall be submitted to the Board of Education twice annually. Any employee who elects to make or receive personal calls on the phone provided by the District shall agree to pay to the District ten dollars per month. In any month where the billing exceeds the allocation or minutes included in the plan contract, the employee shall reimburse the District for the additional personal calls.
2. Internet Access. A list of job titles authorized for installation and maintenance of internet access to connect personal equipment and the level of contract shall be maintained in the business office and a written report shall be submitted to the Board of Education twice annually. Such employees shall be reimbursed for installation and service charges, less the amount of ten dollars per month, reflecting that such devices may also be available for personal usage.
3. Laptop computers and other portable devices. A list of job titles authorized to carry School District provided and properly inventoried equipment shall be submitted to the Board of Education twice annually. Employees carrying such equipment in their vehicle shall be notified that in case of theft or other loss, property claims must first be submitted through their automobile or homeowner's insurance carrier. If the employee's insurance does not cover this loss, the employee's obligation for reimbursement shall be limited to $100.00 with the balance to be covered by the District. The District must also be notified.
4. Temporary usage of computer-related or audio-visual equipment. A staff member may request usage of such equipment by documenting the need, specifying the equipment required and when the equipment is needed. The request must be approved by the building principal or district-level administrator and forwarded to the business office accompanied by inventory identification numbers. The business office shall maintain a record of all usage. Loss or damage must be immediately reported to the business office.

The Assistant Superintendent for Business and or his/her designee shall monitor all mobile communication and internet access usage, annually evaluate the cost and effectiveness of the various plans in use and subsequently adjust service contracts to best meet the needs of the District in a cost-effective manner.

Adopted: 4/20/05

Amended: 4/23/25

AUTHORIZATION APPROVAL FORM

For Staff use of School Equipment

Name of Borrower: _____ *Date :* _____

Device Issued To Staff: _____ *Asset #:* _____

Device Returned By Staff: _____ *Asset #:* _____

Expected Date of Return: _____
(I understand that in any event, the equipment will be returned immediately if requested by the District)

Purpose for which the above equipment is needed:

_____

_____

I acknowledge that I am borrowing this equipment to further develop my skills as part of my professional obligation to remain abreast of current trends. I understand the Board of Education is merely facilitating this process by allowing me to borrow this equipment. I will, to the best of my abilities, attempt to safeguard the equipment against damage, theft, or loss while it is in my possession.

Principal's Authorizations: _____

Borrower's Signature: _____

******COPY TO TECHNOLOGY OFFICE UPON GRANT OF PERMISSION******

Borrower's Signature: _____
I verify that the equipment has been returned in good working order.

Date Returned: _____ *Checked in by:* _____

PLEASE NOTE THAT ALL EQUIPMENT BORROWED DURING THE SUMMER RECESS MUST BE RETURNED AT LEAST ONE WEEK BEFORE THE START OF SCHOOL.

******COPY TO TECHNOLOGY OFFICE UPON RETURN******