INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating, developing, and inspiring our students for lifelong success.

Series Number **704.1P** Adopted **January 2010** Revised **June 2025**

Title **Agreement for the Use of or Supplemental Compensation for a Cellular Device**

Cellular Device Agreement

If the responsibilities of your job as an employee of District 196 require you to have the use of a cellular device such as a cell phone or pager, you must complete this form.

To ensure district compliance with state and federal laws, choose one of the following options:

Option 1: Employee-owned Cellular Devices

If your supervisor has determined your job or program justifies the use of a cellular device for the fulfillment of your job responsibilities (refer to section 2.1 of Regulation 704.1AR, Cellular Devices), you will receive monthly supplemental compensation from the district in the amount of $50 for the use of your personal cellular device and you will agree to waive any and all additional communications expense reimbursements.

✷✷✷ ***This agreement must be resubmitted annually prior to June 30!*** ✷✷✷

Option 2: District-owned Cellular Devices

If your supervisor has determined your job or program justifies the use of a district-owned cellular device for the fulfillment of your job responsibilities (refer to section 3.1 of Regulation 704.1AR, Cellular Devices), you must acknowledge that this cell phone or pager will only be used for business purposes and never for personal use. The district is exempt from federal and state tax only when personal use of district-owned cellular devices is prohibited. All district-owned cellular devices are subject to periodic internal audits for compliance. Monthly statements will be reviewed by you and your supervisor.

MUST BE COMPLETED BY EMPLOYEE

I acknowledge that I have read and agree to the conditions in Administrative Regulation 704.1AR, Cellular Devices. Reasonable precautions must be taken to safeguard the privacy and security of student information or other private or confidential information stored or received on a cell phone or smartphone. Such devices must not be used to store or communicate private or confidential data unless security features, such as encryption or password protection, are utilized. All private or confidential information stored on a cell phone must be removed upon separation of employment.

Employee name (print) _____ Employee number _____

Employee signature _____ Date _____

School/department _____ Cellular phone number _____

Effective date: _____ ***Check one:*** ☐ Option 1 ☐ Option 2 Provider _____

SUPERVISOR APPROVAL

Rationale for decision _____ Date _____

FUND	ORG	PRG	FIN	OBJ	CRS
				320	

Principal/Coordinator signature _____

DIRECTOR APPROVAL

Director's signature _____ Date _____

Submit to Accounts Payable