

Superintendent's Regulation 8332-R

MOBILE COMMUNICATIONS



Approved Upon Superintendent's Initials

5/13/15
Date

I. OBJECTIVE

This regulation describes the management and operation of the District's cellular telephones and air cards that use cellular technology to meet District fiscal, operational and personal accountabilities.

II. DEFINITIONS

- A. IM&T: Department of Information Management & Technology.
- B. Authorized User: Users authorized a communications device based on a job assignment.
- C. Authorized Cell Phone User: District employee approved to use cell phone and/or air card to increase the effectiveness of District operations.
- D. Smartphone: A cell phone with advance capabilities such as digital messaging and email capability and other PC-like functionality.
- E. Air Card: Digital modem that allows Broadband access using a cellular phone network.

III. PROCEDURE

- A. **Cell phone/air card objective:** to improve operating efficiencies and ensure effective school operations.
 - 1. Cell phones/air cards with specific features are provided to certain District employees to enhance communications during extended daily periods and to allow fulfillment of job assignments. Devices will not be provided to non-District personnel.
 - 2. Cell phones/air cards are not a primary mode of communication and should not be used if more cost effective alternatives are available.
 - 3. Cell phones/air cards are furnished at the sole discretion of the District and remain the property of the District and must be returned along with all

accessories as directed by this regulation.

4. The District will only fund for one data plan per employee, for example if you have a Android phone, you will not be issued an air card.

B. Cell phone/air card categories:

1. **Authorized:** cell phone/air card user include the Superintendent, his “direct reports” or “Executive Team”, School Principals, Assistant Principals, Program Administrators, Directors, Attorneys.
2. **Exceptions:** Additional users given a cell phone/air card based on job criteria. Some pre-designated exceptions exist; however, all other exceptions must be documented on an Exception Request Form and approved by the Information Technology Officer. The pre-designated Exceptions include:
 - a) IM&T positions integral to the District-wide voice or data communications system.
 - b) IM&T positions integral to the District’s Enterprise applications.
 - c) Staff who are members of the District’s Emergency Response Team.
 - d) Staff assigned to Road Patrol functions.
 - e) Justifications must be provided for any exceptions on the Mobile Communications Exceptions Request Form, and they must be approved by the Superintendent.

C. IM&T responsibilities:

1. Work with Purchasing and the Law Department to lease or procure electronic communication devices and related services at the lowest cost and best operational value. Any arrangement will:
 - a) Comply with Federal, state and local school procurement and contracting policy and procedures.

- b) Comply with federal, state and local laws pertaining to cell phone usage.
 - c) Satisfy Board Resolution requirements.
 - d) Be managed in the District's business information system.
2. Maintain a current *List of Approved Cell Phone Users* that documents the user, position, authorizing official, services and cost of the communication device.
3. Maintain an inventory management of the District's cell phones\air cards and related services and shall:
- a) Provide cell phone service/air card only to authorized or approved individuals.
 - b) Ensure signed a 'Cell Phone/Air Card Acknowledgment Form' is completed and on file prior to issuing equipment and/ or activating service for an individual.
 - c) Maintain a record of individuals to whom equipment is issued.
 - d) Periodically audit records to identify and resolve any exceptions; provide detailed invoice information to cell phone/air card users when appropriate.
 - e) Advise and approve the repair or replacement of damaged equipment. Users are personally responsible to bear the cost of service and repair that is incurred without prior authorization of IM&T.
 - f) Monitor and approve cell phone/air card invoices. Before processing and payment by Accounts Payable, IM&T shall validate and approve charges assessed by Vendor by:
 - (1) Verifying that invoice charges appear reasonable and correctly reflect the equipment and service which the District has authorized, and reconcile and resolve any deviations.
 - (2) Following up with the vendor to ensure that the District's account is appropriately adjusted for any deviations.
 - (3) Specifying for Accounts Payable and authorizing the amount that should be paid.

- (4) Following up with the Vendor to ensure that invoice detail correctly reflects the name of employee to whom the cell phone is assigned.
 - g) Optimize call plan to minimize cost by monitoring monthly trends in "plan usage relative to plan allowance", and as needed directing the vendor to modify the 'plan allowance" in order to minimize overall cost of the cell phone program while maintaining an adequate service level.
 - h) As requested, furnish the Deputy Superintendent of Administration and the Superintendent an evaluation of program effectiveness, program risks, and cost.
 - i) Develop annual budgets to reflect the cost of procurement and monthly access and usage fees.
- 4. Maintain a cell phone/air card standard which identifies what phones are available and what phone is each user permitted to have. This list will be reviewed with the Information Technology Officer and updated as necessary.
- 5. Provide each Chief a monthly report of staff within their organization that has had any unacceptable usage charges in the last month. The report will list the employee(s) name, type of charge(s), cost. The report will also list any air cards that have not been used in the last 60 days.
- 6. Attempt to wipe or clear the contents of any device reported stolen or missing.

D. Cell phone/air card user responsibilities:

- 1. Prevent equipment damage, unauthorized use, loss or theft. In the event of equipment damage, loss or theft, IM&T must be notified immediately. The loss and/or destruction of more than two phones in a year will either result in revocation of cell phone privileges or a charge to the employee's department for the cost of the replacement phone. To report a lost or stolen device, please use the Lost Stolen, Damaged Computer Equipment Report Form found in Superintendent's Regulation #1950-R, Acceptable Use of District Network.
- 2. Include all equipment, cables, and chargers that either came with the cell phone/air card or were purchased afterward, upon return of the equipment. Failure to do so may result in the user's department being charged for any replacements. Equipment must be returned to IM&T when:

- a) Employee status changes (i.e. termination, suspension, leave of absence, sabbatical, etc.).
 - b) Employee is assigned to a job for which the pre-approval of cell phone use has not been established.
- 3. Protect the privacy and confidentiality of data stored on and transmitted by the assigned equipment. Cell phone transmissions as well as the data stored on the phones are not secure. Alternatives for storing and transmitting data should be considered in instances where privacy or confidentiality is essential.
 - 4. Review a copy of their detailed invoice when provided by IM&T to identify errors, incorrect or unauthorized charges, usage patterns and costs.
 - 5. Sign a Cell Phone/Air Card Acknowledgment Form acknowledging the requirements of the regulation, as well as procedures governing cell phones/air cards, prior to receiving any equipment or service.
 - 6. Improper or unauthorized use of Cell phone or Air Card may result in disciplinary action against the employee issued the Cell Phone or Air Card.

E. Chiefs and/or Managers Responsibilities:

- 1. Review annual exception list of departmental cell phone users and verify it for accuracy. Consider whether or not each person's job still requires the use of a cell phone and/or air card.
- 2. Ensure all employees who are provided communication equipment are familiar with the requirements of this regulation.
- 3. Review the 'Monthly Unacceptable Use Report' when provided by IM&T. For each charge listed, the Chief must check all appropriate boxes and sign and return the report to the Information Technology Officer within 14 days with one of the following resolutions:
 - a) Verification that charges were determined to be business related.
 - b) Assurance that they will be responsible for reviewing appropriate cell phone use with their employee and /or that they have taken corrective disciplinary action with the employee.
 - c) Authorization to revoke Phone Privileges of individual identified.

4. Return the cell phone / air card and all associated cables, chargers, etc to IM&T when any employee leaves the Chief's organization through retirement, resignation, termination, or transfer.
5. Authorize in writing, to reimburse an individual for business use of a personal cell phone which was the result of an emergency or other extraordinary circumstance.

IV. ASSOCIATED DOCUMENTS

1. Acknowledgment Form for use of District Equipment (Exhibit 1)
2. Cell Phone - Exception Request Form (Exhibit 2)

V. SUMMARY OF CHANGES

May 2011

- Clarifications to who was authorized a cell phone
- Deleted some duplicate responsibilities
- Minor grammatical changes
- Added liability statement on Acknowledgement Form
- Simplified Exception Request Form

Exhibit 1
Superintendent's Regulation 8332-R

MOBILE COMMUNICATIONS

Acknowledgment Form for use of District Equipment

Cell Phone ☐

Air Card ☐

Model: _____

ESN: _____

Cell Number: _____

User Information

Name: _____

Employee ID: _____

Department #: _____

Contact Phone #: _____

This is to acknowledge that I have taken possession of the equipment listed above and that I am using it to complete official district business. Upon signing this form I accept full responsibility for this equipment; including protecting the confidentiality of data stored on and transmitted by. In the event of unauthorized use, damage, loss or theft; IM&T must be notified immediately. More than two instances in a year will result in revocation of cell phone privileges and/or departmental charges to cover infractions and/or damage.

NOTE: Equipment must be returned to IM&T upon department/position change, termination, suspension, leave of absence, sabbatical, etc. Failure to return the equipment may result in withholding the employee's final pay check.

Equipment returned or exchanged must include the proper chargers and adapters to ensure no additional charges are incurred.

Signature: _____ **Date:** _____

As stipulated in the Superintendent's Regulation 8332-R
Mobile Communications, located at <http://intranet/operations>

Exhibit 2
Superintendent's Regulation 8332-R

MOBILE COMMUNICATIONS

Exception Request

This form is used to request an exception to the requirement for a cell phone and/or air card.
Identify the individual to receive the cell phone and/or air card

_____ Employee Name	_____ Employee ID#
_____ Position / Job Title	

Requests: ☐ Smartphone ☐ Air Card ☐ Standard Cell Phone

Preapproved Exceptions: (check only those associated with current responsibilities, Exceptions 1 – 4 Requires Supervisor's signature; Exceptions 5 – 7 Requires approval from your Functional Chief)

- ☐ - 1. IM&T position integral to District-wide voice or data communications systems
- ☐ - 2. IM&T position that is integral to District's enterprise applications
- ☐ - 3. Assigned to the District's Emergency Response Team
- ☐ - 4. Assigned Road Patrol responsibilities

The exceptions below require additional justification:

- ☐ - 5. Performs **more than** 50% of primary duties outside of the office. List duties below.
- ☐ - 6. Position that requires 100% of time devoted to work in the community
- ☐ - 7. Other: _____

Justification: (For Exceptions 5, 6, & 7, please provide additional justification. Describe why it is necessary. For Exception #5 list qualifying duties and average amount of time each day spent out of the office)

I will immediately notify IM&T of any change to employee's job assignment affecting this justification.

_____ Requested by	_____ Date
APPROVALS	

_____ Supervisor/Functional Chief	_____ Superintendent
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