

# WFISD Cell Phone Check-Out Policy

## ***Check Out Procedures***

Principal/Department head approval must be established **before** requesting a district cell phone; Therefore, only a written statement from the principal/department head will be accepted. This written statement will need to be emailed to the Director of Technology.

Please include the following:

- Names of the approved employees who will be using the district cell phone(s).
- The name of the department/campus.
- The primary person to whom the monthly invoices should be addressed.

Once Technology receives the cell phone(s), each phone will be assigned an asset tag. The Technology Secretary will notify the requestor when the phone(s) is available for pick up.

If the user gets a replacement phone, they must schedule an appointment with a Technology technician to prevent support interruption. See device management for more information.

## ***Responsibility***

Each department/campus is in charge of reviewing and paying its own Verizon Wireless statement each month. Please notify the Technology Secretary of questions regarding your bill. Invoices are mailed to Accounts Payable, which is then sent out to the department/campus. Contact the Accounts Payable Department if you do not receive an invoice.

Immediately report lost, stolen, or damaged devices to the principal/department head. The principal/department head will then notify the lost or stolen device to the Technology Secretary so that the service can be immediately turned off. In the event a cell phone is damaged, the department/campus will be responsible for any charges that may be incurred by Verizon or a third party. In addition, the department/campus is responsible for providing cell phone cases for each district phone to help prevent damages.

## ***Device Management***

We have district resources in place to manage mobile devices. Using a district "Mobile Device Management" requires specific settings that will only be modifiable by Technology Support. These changes will help us secure the phone's contents and make it accessible to the district in case of employee changes.