

Staff Use of Fargo Public Schools District Cellular Phones

District Supplied Cellular and Smartphones

Fargo Public Schools will supply a district-assigned cellular phone for designated positions that require a consistent phone number so building staff can easily contact the individual, regardless of who holds the position, at any given time. Assignment of district-issued cellular phones shall be coordinated through the Human Capital Department.

Positions focusing on at-risk students and families may have a smartphone provided by the district to be used for phone, text, and mobile internet connectivity when such access is deemed necessary to perform assigned job duties.

Stipends

Fargo Public Schools will provide a monthly cellular phone stipend for identified staff employed by the district who have a demonstrated need for cellular phone usage to carry out their job duties and responsibilities as District employees. Eligibility for stipends shall be determined by the Human Capital Department.

The amount of the monthly cellular phone stipend shall be reviewed annually by the Superintendent or their designee and shall be paid to identified staff as additional earnings to the employee's regular paychecks subject to FICA, federal and state income tax withholding. The stipend is intended to offset a portion of business-related cellular phone usage and is not intended to fully reimburse all personal cellular phone expenses.

Phone Conduct & Use

Employees assigned a district-issued cellular phone are responsible at all times for its proper use, which is to place and receive phone calls related to work associated with Fargo Public Schools. The district reserves the right to inspect the contents of the phone storage and phone and text call logs to assure compliance. Uses of the phone that are prohibited include, but are not limited to:

- a. The district assumes no responsibility for charges associated with personal or non-district commercial use.
2. Transmission of objectionable material, including but not limited to:
 - a. Harassing, threatening, or "prank" phone calls.
 - b. Information that is pornographic or sexually explicit.
 - c. Promotion of any activity prohibited by district policy, state, or federal law.
3. Intentional damage, misuse, or negligent care of the device.
4. Loss, theft, or damage to a district-issued cellular phone must be reported promptly to the employee's supervisor and the Human Capital Department. Employees may be held financially responsible for damage resulting from negligence or misuse.

Acceptance of a district-issued cellular phone or a monthly stipend constitutes an agreement to abide by the following rules of conduct and to assume responsibility for district-related use of the phone:

Phone Conduct

An individual receiving a stipend payment for use of a personal cellular phone is responsible for proper use in conducting district communications. District-related business should be transacted in a professional manner at all times.

Open Records Requests

District related communications are subject to North Dakota open records laws and individuals receiving the stipend payment are responsible for reviewing their verbal and written communications to and from the associated personal cellular phone to fulfill open records requests. Failure to comply with open records requirements may result in disciplinary action.

Individuals working in positions identified for the monthly stipend may choose to accept the stipend for use of their personal cellular phone or receive no stipend or cellular phone. Those refusing the stipend will be responsible for checking their district phone voicemail consistently and respond promptly to messages left there.

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