



Cache County School District

Policy Series 6000: Finance & Operations

Policy No. 6455

Wireless Communication

Purpose

The purpose of this policy is to:

- 1) establish clear expectations for the appropriate business use of wireless communication devices;
- 2) provide consistent and equitable administration of district-funded wireless communication allowances; and
- 3) ensure that wireless communication supports employee productivity, operational efficiency, safety, and effective communication with students, parents, staff, and the public while maintaining responsible stewardship of district resources.

Policy

Cache County School District recognizes that certain positions require employees to be readily accessible to support school operations, emergency response, student safety, and effective communication. Accordingly, the district may provide a wireless communication allowance to employees whose job responsibilities require frequent or continuous business-related communication.

Wireless communication allowances are provided solely for legitimate business purposes and shall not be considered additional compensation. Eligibility for an allowance shall be determined by the superintendent or designee based upon operational need, job responsibilities, and available budget.

Employees receiving a wireless communication allowance are responsible for purchasing, maintaining, and operating their own wireless communication device and service plan. The district assumes no responsibility for personal equipment, service contracts, maintenance, repairs, or charges that exceed the authorized allowance.

Employees shall use wireless communication devices in a safe, lawful, and professional manner. Employees or volunteers transporting students or operating district vehicles shall not use handheld wireless communication devices while the vehicle is in motion except as permitted by law or during an emergency.

Digital Records and GRAMA Compliance

Text messages, emails, voicemails, and other electronic communications sent, received, or stored on a wireless communication device—whether personally owned or district-issued—may constitute a government record subject to the Utah Government Records Access and Management

Act (GRAMA), Utah Code § 63G-2-101 et seq., if the communication relates to district business, regardless of the device, account, or application on which it resides.

Employees who receive a wireless communication allowance shall:

- 1) recognize that district business-related communications on a personal device are subject to the same disclosure, retention, and preservation requirements as records created on district systems.
- 2) provide the district's records officer with access to responsive business-related communications upon request in connection with a GRAMA request, subpoena, or litigation hold.

The district's review of a personally owned device under this provision shall be limited to communications related to district business. Purely personal communications unrelated to district business are not district records and are not subject to disclosure under GRAMA.

The Superintendent shall establish procedures governing eligibility, approval, allowance amounts, documentation, and administration of wireless communication allowances.

Legal References

Approved by the Board of Education: September 17, 2026