# RANCHO SANTA FE SCHOOL DISTRICT

## I.

## Board Policies Covering All Employees

**Board Policy No. 4023: CELLULAR TELEPHONES FOR SPECIFIED DISTRICT EMPLOYEES**

A. The Governing Board acknowledges that it is in the best interests of the District for specified District employees to have the ability to rapidly communicate in order to transact and tend to District business while on or off District property. It is also in the District's best interests for specified District employees to be able to communicate with family members and others where District business impacts their obligations to such individuals or otherwise reasonably necessitates communication during or after the work day. The Governing Board additionally wants to ensure that the District does not pay for inordinate incidental or emergency personal use of cellular phones.

B. In order to provide specified employees with rapid communication capability, the Governing Board requires the specified employees identified below to purchase and possess their own personal cellular telephone and telephone plan for which the specified employee is solely liable.

Group One
Superintendent
Chief Business Officer
Principal
Assistant Principal
Director of Technology and Cybersecurity
Director of Maintenance and Operations
Director of Special Education
Executive Assistant to the Superintendent & Business Services
Assistant to the Principals
Human Resources/Payroll Specialist

Group Two
Senior Systems Analyst

C. The Governing Board shall provide each specified employee in Paragraph B – Group One with a maximum stipend of ninety dollars ($90.00) per month for all cellular telephone use, and shall provide each specified employee in Paragraph B – Group Two a maximum stipend of sixty dollars ($60.00) per month for all cellular telephone use. The cellular telephone plans for the employees specified in Paragraph B – Group One must include texting and email capabilities.

D. To assure the confidentiality and privacy of communications regarding District business, the specified employees are prohibited from using cellular telephones belonging to others in order to comply with this Board Policy or to participate in telephone plans with others who are not specified employees.

E. The District shall not be responsible to any telephone company or other cellular service provider for payment to them by the specified employees of all fees and charges incurred.

F. Except for use of a wireless telephone for emergency purposes, including, but not limited to, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency services agency or entity, Vehicle Code section 23123 prohibits a person from driving a motor vehicle while using a wireless telephone unless that telephone is specifically designed and configured to allow hands-free listening and talking, and is used in that manner while driving.

G. The District requires all employees under this Board Policy to use their cellular telephones in strict compliance with all laws, safely and courteously.

Legal Reference:
Education Code section 35160
Vehicle Code section 23123

Date Policy Adopted By The Board: September 3, 2009
Dates Policy Revised By The Board: July 1, 2010; November 3, 2011; March 1, 2012; June 22, 2018; July 11, 2019; July 9, 2020; October 15, 2026