

CELLULAR PHONE USE

A School District-owned cell phone will be issued to a District employee when required by that employee's job duties and/or as determined by the Superintendent or designee.

Cellular phones are issued to key district staff for district purposes or limited personal emergency situations. When a district employee is provided with a cell phone owned by the school district for district use and uses the phone for non-incident personal purposes, he/she must pay a fee determined by the district.

Additionally, the following rules shall apply regarding the use of a District-owned cell phone:

1. The fee for non-incident phone use is \$15.00 per month. This rate will be reviewed periodically by the Superintendent of Schools and the Board of Education.
2. If the phone is lost, stolen or damaged, the replacement cost shall be the responsibility of the assigned employee.

Upon separation of employment the district issued phone and equipment remains the property of the district and is nontransferable.

Adoption date: April 18, 2006
Revised: October 20, 2015