

**CELLULAR PHONE USE**

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

Cellular phones are issued to key district staff and the Board President for district purposes or limited personal emergency situations. When an individual is provided with a cell phone owned by the District for district use and uses the phone for non- incidental 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-incidental 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 individual.

Upon separation of employment or termination of office of Board President the District issued phone and equipment remain the property of the District and is nontransferable.

Adoption date: April 18, 2006

Revised: October 20, 2015

Revised: October 24, 2019