

Mount Pleasant Cottage School Union Free School District**SUBJECT: USE OF THE DISTRICT CELL PHONE****Introduction**

When cell telephones are used in the District, the purpose is to facilitate the immediacy of communications since situations arise requiring such communications. Generally, these situations are to ensure the safety and well-being of a student or teacher. The purpose of District cell phones is for District business.

Proper Approvals

Administrators seeking on behalf of employees the use of District cell telephones must procure the proper approval according to the following:

- a) A requisition form must be completed by the requesting party.
- b) On the form must be a description of what telephone model, accessories and what calling capabilities are to be available for this employee.
- c) Approval must be evidenced on the requisition form by the Building Principal, if appropriate for the employee, the Chief Financial Officer and the Superintendent.
- d) Upon receipt of the completed requisition form, a purchase order will be issued by the Business Office.
- e) When the telephone is received by the Business Office, the Business Office will prepare the telephone for release to the employee.

Telephone Use

Telephones are for District use. The Business Office will maintain a listing of all who are authorized to have and use telephones.

Personal calls must be kept at a minimum. Cellular telephone bills will be reviewed monthly. All telephone expenses resulting in additional expenses to the District will be questioned by the Business Office. The Business Office will then discuss with the telephone user the nature of the higher than usual calls. If it turns out that the calls are of a personal nature, the employee will be required to reimburse the District for excessive charges. If this occurs for more than three (3) times in total, the Business Office will discuss with the appropriate administrator the possibility of taking away the offending party's cellular privileges.

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Additionally, there are no additional services permitted on telephones beyond those that facilitate communications. This means, the use of games, Internet connections, or any other services that do not deal with communicating with others in the District are not allowed.

Changes in Telephone Usage

In the event the appropriate administrator determines the employee requires a different level of service an additional requisition form will be completed per the above. Once the paperwork described above is approved by the Superintendent and received by the Business Office, the service will be changed.

End of Employment

Once any employee is no longer employed by the District the District's cell phone must be turned in prior to the employee's receipt of his final paycheck. The telephone must also be in perfect working order. If not, there will be a reduction in the employee's final paycheck by the amount it will cost the District to replace or repair the telephone.

Additionally, the Business Office will confirm that the cellular use to that point in the cell phone's billing cycle is within the subscribed service level for that employee. If there are excessive charges not deemed to be for District purposes, the difference will be a reduction of that employee's last paycheck.

Adopted: 9/23/13