

SCHOOL DISTRICT OWNED CELLULAR TELEPHONES

The Board of Education recognizes that certain district employees may be required to carry district-owned cellular telephones to meet their job responsibilities. Job titles requiring district-owned cellular telephones shall be listed below. Such list shall be reported to and approved by the Board of Education each year at the district's organizational meeting in July.

The employee shall make every attempt to use their cellular phones for business purposes only. In the event an employee uses a district-owned cellular telephone for other than business purposes, he/she shall reimburse the District for such non-business calls within thirty (30) days of notice. Authorization to use a district-owned cellular telephone shall be eliminated for any employee who is delinquent in reimbursing the District for non-business calls.

All district-owned cellular telephones are to remain the property of the District. District-owned cellular telephones shall be returned immediately upon the employee's termination of employment or upon request. Employees who fail to return a district-owned cellular telephone upon termination of employment or at the District's request, will be billed for the actual cost of the cellular telephone and for all charges made after termination of employment or the District's request.

As with any district-owned equipment, employees must take proper care of cell phones and take all reasonable precautions against damage, loss or theft. Any damage, loss or theft must be reported immediately to the Business Office.

At least once each year, the Business Official shall evaluate the District's cellular telephone plan and shall recommend an appropriate modification thereto.

NOTE: As of July 1, 2005, no district employee is authorized to have a district-owned cellular telephone.