

UNITED SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: CELLULAR TELEPHONES/
ELECTRONIC
COMMUNICATION DEVICES

ADOPTED: May 13, 2008

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>Pol. 624</p> <p>3. Guidelines</p> <p>Pol. 624</p> <p>Pol. 317</p> <p>4. Delegation of Responsibility</p>	<p>717. CELLULAR TELEPHONES/ELECTRONIC COMMUNICATION DEVICES</p> <p>The Board recognizes that the use of cellular telephones by district employees may be appropriate and necessary to provide for the effective and efficient operation of the district. In addition, the use of cellular telephones can help to ensure the safety and security of district property, staff, students and others while on district property or engaged in district-sponsored activities.</p> <p>The Board authorizes the purchase and employee use of cellular telephones.</p> <p>Cellular telephones provided to employees by the district shall be used for authorized district business purposes, and should not be used by nondistrict personnel.</p> <p>The Board recognizes that school administrators routinely carry their cell phones as a safety and security measure. As such, personal use of the phone is at the convenience of the district and is at a de minimis level. Expenses incurred for excessive personal use of district-provided cellular telephones shall be reimbursed to the district by the employee.</p> <p>Use of cellular telephones by employees in violation of Board policy, administrative regulations, and/or federal or state laws shall result in discipline, as appropriate.</p> <p>The Superintendent or designee shall determine which employees receive district-provided cellular telephones for business purposes.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy, including a uniform and controlled system for identifying employee cellular telephone needs, monitoring employee use, and reimbursement.</p> <p>The Superintendent or designee shall develop administrative regulations for staff use of privately owned cellular telephones for authorized district business.</p>
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References:

Internal Revenue Service (IRS) Regulations

Board Policy – 317, 624

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