

## **Cellular and Wireless Telephone Acceptable Use Policy La Vernia Independent School District**

### **Statement of Purpose**

As La Vernia ISD grows and communication needs increase, staff members may receive District-provided cellular wireless phones. LVISD must provide a written, auditable Cellular Phone Acceptable Use Policy covering all facets of cellular phone usage in order to comply with our Technology Plan and Federal E-Rate reimbursement requirements. This policy must be signed annually either individually using the attached form or as an embodied rider to the Employee Handbook.

Technology Department personnel meet with all phone users to review the procedures and policies contained in this memo and in the attached Cellular Phone Acceptable Use Policy.

The following summary details the procedures spelled out in the policy:

- You must carry your cellular phone with you at all times during duty hours.
- Cellular phones are provided for District business purposes. You may also use your phone to place and receive reasonable and necessary personal calls; however, if you exceed your plan airtime, you are responsible to reimburse the District for personal usage and for personal directory assistance calls at actual cost. You will pay the lower of the total overage or the total amount for your personal calls and personal directory assistance. Abuse of the phone, including excessive and/or inappropriate personal usage, may result in confiscation of your phone and/or closure of your account.
- You will be provided details of your phone plan, including the airtime minutes, standard monthly fees and special features such as free night/weekend calling between 9:00pm and 5:59am, free long distance in a digital coverage area, etc. Every staff member is responsible for knowing and understanding the plan they are on, including their standard airtime minutes and special features.
- Upon request, you will be provided a copy of your cellular phone usage summary. The billing statements usually arrive mid-month. Any noted discrepancies in the monthly usage summary, such as incorrect airtime allotment, incorrect calling plan or charges for calls not placed by the owner of the phone must be immediately brought to the attention of the Director of Technology.

If you have any questions regarding this policy, please contact the Director of Technology at (830) 779-6610.

## Cellular and Wireless Telephone Acceptable Use Policy

### Introduction

In order to facilitate the performance of your assigned duties, you have been provided a cellular and/or wireless telephone through District funding.

Access to cellular and/or wireless telephone equipment and accounts is made available exclusively for instructional and administrative purposes in accordance with District guidelines and regulations. Access to this equipment is a privilege, not a right, and can be revoked at any time given just cause

This policy explains and defines responsible and ethical use of District-supplied telephone equipment and accounts. All rules embodied herein are designed to guide employees in appropriate and acceptable use of this technology, and are designed to protect both the employee and the District.

You are responsible for carrying the phone **at all times during duty hours and as required by your supervisor**, for properly charging and maintaining the phone, and for returning the phone and any/all attachments to your supervisor at time of termination of your employment.

You are responsible for initializing and maintaining your cellular voicemail account; the District is not responsible for designating or changing your voicemail password.

You will be provided with information regarding your particular cellular phone usage plan. Your cellular plan provides a fixed number of airtime minutes, varying from plan to plan, which may be used without incurring any additional usage fees. Your plan may also include free night and weekend calls, free long distance, and/or free direct-connect radio airtime. You must review your plan with your supervisor, and acknowledge understanding of and agreement to this plan in writing in this document.

You may use your phone for both District business and personal calls. However, if you exceed your standard plan airtime minutes, you will be responsible for reimbursing the District for your personal call minutes and personal directory assistance calls up to the amount of your overage. Payment for excess personal calls must be submitted within five (5) business days from the time you are presented a monthly usage summary by your supervisor or the Technology Department.

## **Cellular and Wireless Telephone Acceptable Use Policy**

La Vernia ISD declares the following unethical and unacceptable behavior just cause for taking disciplinary action, suspending or revoking telephone access privileges, suspending or dismissing the employee, and/or initiating legal action in any case in which the employee:

- Uses the cellular and/or wireless telephone equipment for illegal, inappropriate, subversive or obscene purposes or activities. Illegal activities shall be defined as activities violating local, state and/or federal laws, including use of the phone to make crank calls, place false emergency calls, make terroristic threats, commit forgery, fraud or assist in the commission of a felony. Inappropriate use shall be defined as a violation of the intended educational or administrative use of the phone. Subversive activities shall be defined as activities undermining the security of local, state or national governments, or activities intended to cause mental anguish, bodily injury or death to any citizen or group of citizens. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communications vehicle, including obscene phone calls, "sexting", and/or possession or transmission of any form of pornographic or erotic material, in either audible, video or digital formats;
- Uses the telephone and/or any attached equipment for any illicit activity, including violation of copyrights, patents, institutional or third-party copyrights, license agreements or other contracts. Illicit activities also include transmitting or accessing information designed to aide or abet an individual or group in violating the law, including all forms of access to gang-related or organized-crime-related web sites and bulletin boards if your telephone is web-enabled;
- Uses the telephone and/or any attached equipment to obtain and/or distribute illegally duplicated and distributed digital music, video and/or software from copyrighted sources if your phone is web-enabled. This expressly prohibits accessing websites and web rings designed to disseminate non-public-domain content and entertainment including, but not limited to, MP3 audio files, movies, and executable software code;
- Intentionally disrupts telephone or network traffic, deliberately "crashes" any network or connected systems or maliciously tampers with communications devices;
- Damages or destroys telephone equipment or deliberately degrades system performance, including executing "Denial of Service" or similar attack code and/or deliberate infection of phones, computers or servers with viruses or malware;
- Discloses a voicemail password to another employee or student, or attempts to disclose or discover another employee's voicemail password;

- Attempts to copy District-owned software for personal gain, attempts unauthorized transport of District-owned software beyond District boundaries, attempts to install privately-owned software onto a telephone or the network or transmits without authorization any software via electronic mail or the Internet on a web-enabled phone;
- Uses La Vernia ISD telephone or network resources for commercial or financial gain;
- Steals or vandalizes data, equipment or intellectual property;
- Gains or attempts to gain unauthorized access to internal and external resources or entities, including “hacking” into external networks, web sites or bulletin boards via web-enabled phones;
- Forges or alters electronic or voicemail messages, posts anonymous messages, acts as a “troll” (lurking anonymously on message boards for the purpose of disparaging other users), engages in “flaming” (flaming is a hostile and insulting interaction between Internet users, typically via email or messaging forums), deliberately propagates spam or or uses an account or password owned by another user;
- Invades or assists others in invading the privacy of an individual or group, including cyberbullying and the use or deployment of any form of virus/worm, Trojan (a program appearing to be beneficial while serving as a delivery vehicle for malicious content), identity theft or phishing (gaining personal information through nefarious means) executable code or software;
- Uses the telephone to eavesdrop, record, wiretap or otherwise illegitimately and inappropriately monitor the audible conversations, video transmissions or data streams of other users;
- Uses (if provided) the Internet access and email capability of any cellular wireless phone or device, including MiFi hotspots and phones with tethering capabilities, in any manner which violates the La Vernia ISD Acceptable Use Policy (AUP) and its included Internet Safety guidelines;
- Possesses or conveys any data in any form, audible or digital, which might be considered a violation of these rules.

**La Vernia ISD Cellular and Wireless Telephone Acceptable Use Policy  
Acknowledgement Form**

I understand that this form must be signed and returned to the La Vernia ISD Central Office, or must be acknowledged as a rider of the Employee Handbook acceptance form, before I take possession of or place calls using my District-supplied Cellular and/or Wireless Telephone.

By signing below, I acknowledge that I have received and read the District's Cellular and Wireless Telephone Acceptable Use Policy governing the appropriate and acceptable use of my phone.

I certify that I understand this policy, its application and its implications, and that I agree to abide by the requirements and restrictions herein.

I understand that I will be held accountable for my actions, and that disciplinary and/or legal action will result from violations of this policy.

**Fill out and return this form to Central Office. Please print.**

Employee's Full Legal Name		Home Phone Number
Mailing Address		
Campus/Building Assignment	Job Title	
Cellular Phone Vendor:	Cellular Phone Number:	
Employee Signature (Required)		Date
INTERNAL USE ONLY – Special Restrictions or Features assigned to this phone/user:		

*Retain a copy of this form for your records.*