

USE OF CELLULAR PHONE/ELECTRONIC TELECOMMUNICATIONS EQUIPMENT

ADMINISTRATIVE POLICY AND USE GUIDELINES

Cellular phone and pagers shall be provided to administrators and other staff for the sole purpose of performing their job responsibilities or for the safety of students. Employees are expected to exercise care when using equipment as to not endanger themselves or others. Use of equipment while operating a motor vehicle is prohibited.

Service contracts will be purchased based on expected use of the equipment for the sole purpose of conducting school business. Employees are discouraged from using for personal calls. An itemized statement will be sent to employee for review. A personal check for reimbursement for use and long distance charges should be sent to the business office no later than 10 days after itemized statement is received.

DAMAGED/LOST/STOLEN EQUIPMENT

It is the responsibility of the user to reimburse the district for repair or replacement of any equipment that is damaged, lost or stolen.

MISUSE

Any staff abusing the use of district-owned equipment will have the equipment confiscated and if necessary, make full restitution to the district as directed by Business Services.