

	ABERDEEN SCHOOL DISTRICT	NEPN Code: GBEE
	POLICIES AND REGULATIONS	

PERSONNEL

EMPLOYEE USE OF SCHOOL DISTRICT CELLULAR TELEPHONES

Purpose:

To establish Aberdeen School District policy regarding the procurement and use of District cell phones; to ensure the use of cell phones for District business is properly authorized and monitored.

Assignment of Cellular Telephones:

District cell phones shall be assigned for District business needs only. A District cell phone may be an appropriate tool to conduct District business when it is demonstrated an employee's communications needs cannot be met with other available alternatives such as a paging device, a radio, or standard telephone equipment. Examples include employees that: are mobile for most of a working period, respond to emergencies, are responsible for restoring services, or are vital to decision-making for the District.

Principals and Department heads will be the approving authority for assigning cell phones to employees under their budget responsibilities. They will also ensure that employees assigned District Cell phones comply with all District polices and procedures including reviewing and approving monthly cell phone bills.

Use of Cellular Telephones:

- A District cell phone shall be assigned to designated employees by the Principal or Department head for those employees that need immediate contact for District business.
- It is requested that when feasible, the District will establish a pool of cell phones to be distributed on a temporary basis for use by employees who do not need a cell phone every day and only need use of a cell phone on occasion. This pool of phones can be used to address short-term District needs. Distribution to employees should be on an as-needed basis, thereby reducing the need for permanent assignment of cell phones to individuals.
- It is expected that there will be occasions when a District-issued cell phone is used for personal calls (any incoming/outgoing calls that are not District business). Personal calls should be infrequent and kept to a minimum in length.
- All District cell phones must be turned on at all times when the assigned user is out of the office during working hours.
- Use of a District cell phone is a privilege that may be revoked at any time for inappropriate conduct. Such inappropriate conduct shall include but not be limited to using the District cell phone to harass, annoy, operate a business, use a service that requires a fee (such as 900 numbers) or for any illegal activities such as gambling or betting.

Request for Cellular Telephone Equipment and Services:

- All cell phone and service requests (new or upgrades) are required to be made to the Director of Technology.
- The Director of Technology shall forward approved requests to the Director of Finance for funding approval.

- Upon approval the Director of Technology will order requested phone service and notify the Accounts Payable Clerk with any changes affecting the billing.

Employee Responsibility Concerning Cellular Telephones:

- Employees have an obligation to use District cell phones in a responsible, informed and safe manner; conform to network etiquette, customs, and courtesies; and, observe all applicable laws or regulations.
- Employees using District cell phones are responsible for securing them. Losses shall be reported immediately to the Technology department.
- Employees may be held liable for lost, stolen or damaged, District cell phone equipment and for costs from any unauthorized use of the District cell phone.
- Each building or department is encouraged to review periodically their employees' cell plans with the Technology department to assess whether it is the most cost-effective plan available.
- Each building or department shall notify the Technology department immediately to terminate unneeded cellular service.

School District Responsibility Concerning Cellular Telephones:

- The Finance office will conduct random reviews of usage and charges to verify that cell phone policies and procedures are followed.
- The Technology department will review plans periodically to determine if the District is using the most cost-effective plan available.

Related Information:

- **Using a District cell phone while operating a District or personal vehicle is prohibited.**
- Because of costs, the District discourages use of cell phones when desktop phones can be used.
- Employees should exercise discretion as to who has access to their District cell phone number to keep incoming calls and associated costs at a minimum.
- Cell phone transmissions are not secure and employees should use discretion in relaying confidential information using cell phones.
- Employees assigned District cell phones or employees that use pool phones are responsible for compliance with this policy.

ADOPTED: August 13, 2007

REVISED: July 23, 2012

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