Cellular Phone Policy

These cellular phone guidelines outline the requirements in which cellular phones are provided to employees and consolidate accountability under one department.

Cellular phones are provided to non-management employees whose job requires the need to maintain contact with the employee during work hours and non-work hours which is best accomplished by a cellular phone. Only cellular phones with cellular phone service, texting, and push-to-talk capabilities are provided. The policy does not allow for cellular phone devices with advanced capabilities (data phones) enabled as the need for an employee to have frequent access to District e-mail and calendaring software on a cellular phone while out of the office is limited outside of management.

Policy

The following establishes the District cellular phone policy and procedures:

1. **Eligibility:** Who is eligible to receive cellular phone benefits?
   - a. Facilities and critical systems employees subject to afterhours support
   - b. Field personnel (staff, supervisors, leads) such as District Maintenance and Operations, Operations, Facilities, Transportation, Food Service, Warehouse, and Technology Support
   - c. Non-management employees who spend a considerable amount of time out of the office on District business
   - d. Non-management employees whose offices/classrooms have no land-line telephone
   - e. Non-management employees whose positions require safety or response to emergencies

2. **Type:** Which type of cellular phone is to be provided to each eligible group?
   Only cellular phones with cellular phone service, texting, and push-to-talk capabilities are provided. The policy does not allow for cellular phone devices with advanced capabilities (data phones) enabled as the need for an employee to have frequent access to District e-mail and calendaring software while out of the office, where using a computer is not practical, is limited outside of management. The selected cellular phone plan will meet the minimum capabilities and minutes required. The capabilities of cellular phones provided to each eligible group are:

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Cellular only &amp; Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Facilities and critical systems employees subject to afterhours call out</td>
<td></td>
</tr>
<tr>
<td>b. Field personnel such as District Maintenance and Operations, Operations,</td>
<td></td>
</tr>
</tbody>
</table>
Facilities, Transportation, Food Service, Warehouse, and Technology Support

- Supervisors/Leads
- Staff

<table>
<thead>
<tr>
<th>Facilities, Transportation, Food Service, Warehouse, and Technology Support</th>
<th>Push-to-talk/Cellular</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Supervisors/Leads</td>
<td>• Push-to-talk</td>
</tr>
<tr>
<td>• Staff</td>
<td>• Push-to-talk</td>
</tr>
</tbody>
</table>

3. **Accountability:** Business Support Services will administer all cellular phone plans, billing, and maintenance.

**Additional Guidelines**

If an employee misuses the cell phone he/she shall be responsible for fees or charges associated with cancellation of the service contract. If the Superintendent or designee determines that an employee no longer needs a cell phone to perform his/her job responsibilities, any fees or charges associated with cancellation of the service contract shall be the responsibility of the District.

All employees are prohibited from using cellular phones while driving a motor vehicle on District related business unless the cellular phone is designed and configured to allow hands-free listening and talking and is used in that manner.

Employees do not have a reasonable expectation of privacy with regards to District property under an employee's control including, but not limited to, desks, classrooms, offices, file cabinets, computers, or phones or cellular phones. As necessary to protect the health, welfare, or safety of students and staff, school officials may search such items in order to uncover evidence that the employee is violating the law, Board Policy, Administrative Regulation, or other rules of the District or school. District cellular phones remain at all times the property of the District.

**Other Data Connectivity**

This policy is not intended to apply to PC wireless broadband cards (air cards) or tablet, mobile or other portable computing/smart devices data plans. These areas will be addressed by technology policies.