

POLICY ON CELL PHONE USE

The Board may from time to time contract with an outside vendor for the provision of cell phones and cell phone service. Employees assigned exclusive use of District cell phones shall be responsible for any personal use of the cell phone in any month where the minutes used on the cell phone exceed the number of minutes provided for in the calling plan contract between the School District and the vendor. In the case of those cell phones not exclusively assigned to employees of the District, employees found responsible for non business use of the cell phone will be billed when the minutes used in any given month exceed the contracted for call plan.

As with any District-owned equipment, employees must take proper care of cell phones and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office. Since employees are responsible for the safe return of District-owned cell phones, employees who use District-owned cell phones may be liable for damages or loss which occur during the period of its use.

Adopted 4/24/17