

Book	Policy Manual
Section	700 Property
Title	Cellular Telephones
Code	717
Status	Active
Legal	1. Pol. 624 2. Pol. 317 26 U.S.C. 1 et seq
Adopted	December 7, 2020

Purpose

The Board recognizes that the use of cellular telephones by district employees may be appropriate and necessary to provide for the effective and efficient operation of the district. In addition, the use of cellular telephones can help to ensure the safety and security of district property, staff, students and others while on district property or engaged in district-sponsored activities.

Authority

The Board authorizes the purchase and employee use of cellular telephones.

Cellular telephones provided to employees by the district shall be used for authorized district business purposes. [1]

Guidelines

Use of cellular telephones by employees in violation of Board policy, administrative regulations, and/or federal or state laws shall result in discipline, as appropriate. [2]

The District reserves the right to seek reimbursement for expenses that are attributed to personal use of district-provided cellular telephones.

Delegation of Responsibility

The Board authorizes the Superintendent or designee to purchase employee cellular telephones and regulate the use of employee cellular telephones.

The Superintendent or designee shall determine which employees receive district-provided cellular telephones for business purposes.

The Superintendent or designee may develop administrative regulations to implement this policy,

including a uniform and controlled system for identifying employee cellular telephone needs, monitoring employee use, and reimbursement.

The Superintendent or designee may develop administrative regulations for staff use of privately owned cellular telephones for authorized district business.