

Cellular Telephone and Mobile Access Device Usage

Purpose

This policy sets forth the authorization and conditions for cellular service acquisition and staff cellular telephone and/or mobile access device usage in order to ensure the safety and security of students, staff and patrons, and to enhance the effectiveness of district operations and communications.

Scope

This policy applies to the Board of Directors, Superintendent, administrators and district employees.

Policy

1. The Board of Directors authorizes the issuance of cellular telephones and/or mobile access devices and provision of cellular service to employees designated by the Superintendent for conducting district business at those times when he/she does not have standard land-based telecommunication service readily available. Additionally, the Board authorizes the use of employee-owned cellular telephones and/or mobile access devices for job-related communications as warranted. Use of both district-owned and employee-owned devices will be in accordance with district policies and procedures.
2. The acquisition and use of district-owned cellular telephones (“cell phones”) and the business use of employee-owned cell phones must be approved in advance by the Superintendent or his/her designee. An overriding business need must be demonstrated by addressing the following in the request for approval:
 - (a) Efficiency in accomplishing day-to-day activities
 - (b) Safety in school or district operations
 - (c) Other factors indicating necessity
3. All district-owned cellular and mobile access device equipment will be acquired, assigned, tracked and monitored with an individual staff member identified as responsible for its usage. Additionally, in instances in which staff share the use of cell phones or mobile access devices within a department, records will be maintained by the department to monitor and record usage by each individual staff member.
4. Cellular telephones and mobile access devices provided by the district are intended to be used for the facilitation of district business. Calls made by the employee to home, family members or care providers when he/she is required to work extended hours or as a result of a change in travel plans will be considered business calls. All other personal calls or communications should not be made on a district-owned cell phone or wireless access device.
5. Based on the employee’s job duties and responsibilities, the Superintendent or designee may authorize the district’s standard cell phone stipend to offset the employee’s use of his/her

personal cell phone for district business. The stipend is not intended to cover all district-related cell phone costs, but rather serve as a supplement. An employee will not receive both a district-provided cell phone and a cell phone stipend.

6. The district reserves the right to audit all district-owned cell phone or mobile access device use, which may include, but not be limited to, a review of monthly bills or logs.
7. Usage records of either a district-provided cell phone or an employee-owned cell phone used for district business may be subject to public records requests.

Related Procedures

6250P1-Cellular Telephone and Mobile Access Device Usage

Policy Cross References

N/A

Policy Legal References

RCW 42.52.160 – Use of persons, money, or property for private gain

RCW 43.21H.020 – State and local authorities to insure that economic impacts and values be given appropriate consideration in rule-making process

WAC 292-110-010 – Use of state resources

Management Resources

N/A

Policy History

Action:	Date:
Approved by the Board	May 17, 2017
Revised	
Revised	
Revised	