

Cellular Telephone and Mobile Access Device Usage

Purpose

This procedure guides the purchase and use of district-owned cellular telephones and/or mobile access devices and authorization for business use of employee-owned cellular telephones and/or mobile access devices.

Scope

This procedure applies to the Superintendent, administrators and district employees.

Procedure

1. CONDITIONS OF APPROVAL FOR DEVICE USAGE

- 1.1. Prior to the purchase and issuance of district cellular telephones (“cell phones”) and/or mobile access devices for staff use, or the authorization of a stipend and use of employee-owned cell phones and/or mobile access devices for business purposes, a staff member will submit a written request to his/her supervisor describing the overriding need relative to job responsibilities and activities.
- 1.2. The supervisor will assess the staff request and job-related needs which, in order to qualify for approval, will conform to at least one of the following criteria:
 - 1.2.1. The staff member needs to have regular access to other district staff, email, software applications and internet access when away from their office and conventional service or internet.
 - 1.2.2. The staff member needs to be regularly available to his/her office staff or other staff to deal with emergent problems and may often not have access to conventional phone services in a timely fashion.
 - 1.2.3. The staff member may encounter an emergency in the performance of his/her duties that requires immediate access to phone and/or other cellular data services when conventional services may not be at hand or may be inoperative.
 - 1.2.4. The staff member often needs to move away from his/her workstation while maintaining continuous contact with other staff members.
 - 1.2.5. The staff member is responsible for providing phone and/or internet access to or from a district facility in the event of an emergency such as loss of power or the failure of conventional phone and/or internet services.
- 1.3. The supervisor will notify the staff member of the approval for cell phone and/or mobile access device usage, and ask staff to complete and submit either Form #6250F1-District Device Usage Agreement or Form #6250F2-Employee-Owned Device Usage Agreement, as appropriate.

- 1.4. The fully-completed and signed forms will be provided to the District Office for facilitating device and service acquisition, issuance, service payments and payroll stipends.

2. RULES OF USE

- 2.1. Discretion must be used in discussing and transmitting confidential or sensitive information on cell phones because cellular transmissions are not secure.
- 2.2. Student information may only be shared in compliance with the Family Educational Rights and Privacy Act (FERPA) and district Procedure #3231P1-Student Records.
- 2.3. Staff must be aware that all communications involving district business on personal devices (cell phones, tablets, computers, etc.), whether district-owned or employee-owned, are subject to public records requests as described in district Procedure #4040P1-Public Records Requests.
- 2.4. At all times while operating vehicles, staff's first responsibility is for the safety of other drivers, passengers, pedestrians and self. Accordingly, staff must adhere to all federal, state and local rules and regulations regarding the use of cell phones and other mobile access devices while driving.
- 2.5. Cell phones and mobile access devices must be protected from both theft of air-time and equipment theft by taking precautions to restrict access to the phones and other devices.

3. MAINTENANCE OF RECORDS

- 3.1. Department Supervisors will keep a copy of all phone usage agreement forms. 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. Department cell phone and device usage records will be provided to the District Office upon request.
- 3.2. The District Office will maintain a record of all employees authorized to use cell phones and/or mobile access devices for district business purposes. Records will include approved usage agreements for each authorized user. Records will be maintained in accordance with state records retention schedules.

Supporting Documentation

6250F1-District Device Usage Agreement

6250F2-Employee-Owned Device Usage Agreement

Document History

Action:	Date:
New	May 17, 2017
Revised	
Revised	