

SUBJECT: USE OF DISTRICT OWNED CELL PHONE

District-owned cell phones (including smart phones) are issued to designated employees of the District as determined by the Superintendent of Schools. Primarily, District owned cell phones are for the Superintendent, Assistant Superintendents, directors, coordinators, principals and assistant principals, and other staff as assigned (see regulations) to communicate within the District and its representatives.

Employees who are issued District-owned cell phones will choose from the following options:

- a) Option A: cell phone is to be used only for business related purposes and remains on-site, or
- b) Option B: cell phone is to be used only for business related purposes and can be used both on-site and off-site, or
- c) Option C: cell phone can be used for both business and personal purposes and can be used both on-site and off-site. A fee established in regulations would be paid by the employee through payroll deductions.

An employee who has been determined by the Superintendent to use a District owned cell phone who elects to use their own personal cell phone will be reimbursed consistent with regulations.