

## NONINSTRUCTIONAL OPERATIONS

### Cellular Phones

The acquisition and use of district-owned cellular phones and the business use of employee-owned cellular 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:

- Public perception
- Efficiency in accomplishing day-to-day activities
- Safety
- Other available communication options
- Other factors

The following factors must be considered in the request for approval of the use of employee-owned cellular phones:

- Employee rate vs. state contract rate
- Level of employee usage
- Dual line and dual billing availability

The superintendent is directed to establish procedures for the use of cellular phones, including but not limited to phone users, equipment and lines, records maintained to monitor use of the phones, and rules governing use of the phones.

Cross References:	District Policy No.	8360	Property Records
		8361	Loans of School-Owned Equipment and Books
Adoption Date:	March 27, 1996		