

## NONINSTRUCTIONAL OPERATIONS

### Cellular Phones

#### 1. Approval must be Requested in Writing

Prior to the purchase of district phones, or the authorization of employee-owned phones for business use, a written request addressing the issues listed in district Policy No. 8141 must be submitted for superintendent or designee approval.

#### 2. Records of Cellular Phone Users, Equipment and Lines

The superintendent/designee will maintain a record for all employees authorized to use cellular phones for business purposes. This will include a signed Cellular Phone Use Agreement (district Form 8141F.1) for each authorized user. All inventory of all cellular phones and phonelines will be maintained.

#### 3. Rules of Use

- (a) Cellular phones are not to be used when less costly alternatives are readily available. When working at a facility where land-based phonelines are readily available, the land-use lines should be used.
- (b) Discretion should be used in discussing confidential or sensitive information on cellular phones, because cellular transmissions are not secure.
- (c) Cellular phones need to be protected from both air-time theft and equipment theft by taking precautions to restrict access to the phones.
- (d) District-owned phones are to be used to conduct district business only, including incoming and outgoing calls. Notifying family members of changes in travel plans and emergency situations are not considered personal use.
- (e) In the event that circumstances arise requiring incidental personal use of a district-owned cellular phone, the employee is to reimburse the district for the usage. Employees are to personally review cellular phone bills for accuracy, identify any personal calls and initial the billing statement prior to payment.
- (f) Supervisory approval is required before payment of cellular bills and before employees are reimbursed for business use of employee-owned phones.
- (g) The state cellular contract shall not be used to obtain equipment or service for

personal use. Employees are not prohibited from accepting discount rates for purchasing and using cellular phones which are separate from the state master agreement; however, the state master agreement shall not be for personal use.

Adoption Date: March 27, 1996