

Cellular Telephone Use Procedures

1. District Owned Cellular Telephones

- 1.1 District-owned cellular telephones and services are intended and shall be used **primarily** for district business and in the event of emergencies and, except as otherwise provided in section 1.6 below, shall not be used to make or receive personal calls.
- 1.2 District-owned cellular phones are intended to be used for building/program operation efficiencies and to ensure the safety of its clients and staff. If a less costly form of communication is readily available, safe, and convenient, every effort will be made for district employees to use the alternative form.
- 1.3 All cellular telephone charges to or from any district-owned telephone are paid directly from the building or program budget; the reimbursement by individual users for personal calls is not credited to building/program budgets.
- 1.4 District employees recognize that cellular transmissions are not secure and will take every precaution and discretion in relaying confidential or sensitive information.
- 1.5 District employees recognize the need to protect cellular equipment from loss, vandalism, theft and air-time theft. If a telephone is lost or stolen, or if there is any indication that there is a theft of air-time, it is the responsibility of the employee to immediately contact the business office and have the service canceled to prevent use by others.
- 1.6 The district recognizes that personal emergencies may occur in which a district employee may need to use a district-owned cellular telephone to make or receive a personal call. If an employee makes such use of a cellular telephone, he/she shall promptly report the same in writing to the business office by flagging the individual calls on the monthly itemized bill.
- 1.7 A district employee shall reimburse the district for all personal call charges made or received using a district-owned cellular telephone. Such reimbursement shall include the actual charges incurred for air-time, roaming, long-distance, and other related services. A personal call is defined as a call received or made that is not related to district/school business.
- 1.8 The district reserves the right to review and monitor the use of all district-owned cellular telephones. The business office may at any time share employee telephone usage records with the employee's supervisor(s).

- 1.9 Each district employee assigned or having occasion to use a cellular telephone to carry out their duties as an employee will sign a cellular telephone use agreement; see 6250X.
- 1.10 If a district employee desires the availability of cellular telephone service for personal calls, he/she should subscribe to her/his own cellular telephone service.

2. Employee-Owned Cellular Telephones

- 2.1 The district will reimburse employees for documented district business use of personal cellular telephones. Reimbursements are paid directly from the employee's building or program budget.
- 2.2 In order to be reimbursed, the employee will submit a district *Request for Refund/Reimbursement* form with a copy of the cellular telephone billing with all claimed Highland School District calls highlighted. The claim form must be budget coded and must be signed by the employee's supervisor.

Date: 12/16/08

Highland School District Policy and Procedures
BUSINESS OFFICE CELLULAR TELEPHONE USE AGREEMENT 6250 FORM
(attach to purchase order for telephone)

I, _____, as an employee of the Highland Public Schools, have read school board policy 6250 and procedure 6250P relating to the personal use of district-owned cellular telephones and both understand and agree to follow same.

I also agree I am not to use the cell phone while operating a moving vehicle. Failure to follow safe procedures will lead to immediate disciplinary action.

I further agree, by signing this agreement, to authorize the district to deduct from my employee paycheck any amount necessary to fulfill payment of charges that I have incurred through personal use of this telephone in the event I fail to comply with the payment guidelines or upon termination from the district (procedure 8355P, section 1.7).
In witness where of, the parties have caused this agreement to be executed, dated:

Building/program budget code for all calls:_____.

Principal/Program Director Employee: _____.

Director of Business/Support Services:_____.

Telephone number assigned: _____.

Telephone Acquisition: P.O. # P.O. Date:

Initial Air-time Acquisition: P.O. # P.O. Date:

Completed copy kept on file in Accounts Payable, Financial Services

Date: December 16, 2008