

SUBJECT: USE OF THE DISTRICT CELL PHONE

The Board of Education of the Westhill Central School District requires District employees serving in positions designated by the Superintendent to carry cellular phones in order to meet their job responsibilities. The Board has considered a variety of different options for assuring that the designated personnel are available by cellular phone as needed and has decided to procure District-owned cellular phones and loan them to the designated employees. This option offers the District the advantage of being able to monitor monthly cellular phone billing statements for unauthorized calls and thereby limit District expenditures to proper school purposes.

A School District-owned cell phone will be issued to a District employee when required by that employee's job duties and as determined by the Superintendent or designee. Employees assigned a District cellular phone are subject to the following rules:

- a) The use of cellular phones is for the purpose of conducting Westhill Central School District related work activities, to enhance work productivity and provide emergency communication. Cellular phone use is not intended to supplant business that can be conducted via email or regular office telephones.
- b) All cellular phone contracts by and between the District and cellular phone service providers shall be secured through the appropriate purchasing process (e.g., competitive bidding or RFP process). The District may consider intangible benefits when evaluating bids, i.e. network coverage, customer service, etc.
- c) District cellular phones shall be used only for work-related purposes, excepting "incidental" personal use.
- d) District cellular phones shall not be used by anyone other than the employees to whom they are assigned.
- e) As with any District equipment, employees must take proper care of District cellular phones and take all reasonable precautions against damage, loss, or theft.
- f) Any damage, loss, or theft must be reported immediately to the District's Business Office. Since employees are responsible for the safe return of District cellular phones, employees who use District cellular phones may be held liable for damages or loss.
- g) All District cellular phones shall remain the property of the District and shall be returned immediately upon request by the District, or the employee shall be billed for the actual cost of the cellular phone.

POLICY

Non-Instructional/
Business Operations

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Adopted 2.22.2016

SUBJECT: USE OF THE DISTRICT CELL PHONE (Cont'd.)

Each designated employee to whom a District-owned cellular phone is provided, is required to carry his/her cellular phone at all times during his/her hours of employment to facilitate communications with other District Officers and employees.

Nothing in this Policy should be construed to authorize employees to use their personal cellular phones for personal business during work hours in a manner, or to an extent, that is inconsistent with the District's policies and prerogative to restrict personal telephone calls during work hours.

All employees provided with a District owned phone are prohibited from talking on, texting, or utilizing the cell phone device while operating a motor vehicle. Any employee that violates this policy may have such District owned phone confiscated and may be subject to disciplinary action.

Adoption Date: 2/22/2016