

## TELEPHONE SERVICES

The administration has established the following guidelines for the appropriate use of District-owned cellular telephones and other communication devices.

Cellular telephone service may be provided to employees who, because of job-related activities must have easy access to a telephone or immediate means of communication. Annually, the Superintendent/designee develops a list of the positions that need cellular telephones. Employees who are directed to use a district-owned cellular telephone will be given the guidelines for its use.

### Plans

The Business Director will be responsible for securing a contract with a cellular telephone provider that best serves the needs of the District. The Treasurer will approve any contract with the cellular telephone provider.

### Damage, Loss or Theft

Cellular equipment that is damaged in the course of business must be brought to the Business Office to be examined for potential repair. Lost or stolen equipment must be immediately reported to the employee's supervisor (if applicable) and to the Business Office so that the service to the phone can be cancelled. All costs incurred for replacement or repairs are the responsibility of the District and/or the employee. Accidental breakage and malfunctions will be taken into consideration.

### Monitoring Employee Use

The Business Office is responsible for:

1. providing employees the acceptable use guidelines (EGAC-E) regarding use of district-owned cellular telephones, and requiring a signature on the document prior to delivery and use of a device;
2. monitoring the billing statements from the cellular telephone provider to ensure that employees use the district-owned devices for job-related activities only;
3. discouraging employees from using District-owned cellular telephones while operating any vehicles; and,
4. explaining to employees their responsibility for lost, stolen, or damaged telephones.

Personal Calls

The District provides cellular telephones to employees for the purpose of conducting District business. The use of District-owned cellular equipment to make or receive personal calls is prohibited. Any violation or use of service for personal needs may be subject to disciplinary action and reimbursement of accumulated charges to the District.

Review of Billing/Additional Charges

The Business Office receives and reviews the cellular telephone service bill on a monthly basis. Any additional charges or overages will be addressed with each individual employee. Each employee will be responsible for monitoring their use and for limiting cellular telephone use when other means of communication are available. Any and all additional charges/overages may be required to be reimbursed by the employee to the District.

Employee Responsibility

The employee is responsible for:

1. monitoring their use of the District-owned cellular equipment,
2. limiting use of cellular telephones when other means of communication are available;
3. using cellular phone data services if designated as an approved user, including but not limited to text messaging, internet, and GPS; and
4. ensuring that no personal calls are made or received on the District-owned cellular device.

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