

Adopted: _____

Policy 431
Date: 10/21/09

Revised: _____

431 – Assignment and Use of Pagers, Radio Units, Cellular Telephones, and Data Access Devices

I. PURPOSE

The purpose of this policy is to address the need for cellular telephone, pagers, or radio units to conduct business, and through this policy, outline the responsibilities associated with the provision of this equipment either owned or reimbursed by the school district.

II. DEFINITIONS

- A. “Cellular telephones” refers to cellular telephone, pagers, radios, or combination units, and, for the purposes of this policy, includes all equipment that transmits under the school district’s FCC license;
- B. “Roaming” is a call to or from a cellular telephone that is located outside of the “home area,” as defined by the carrier’s coverage map. Typically, cellular telephones indicate roaming calls by a display on the cellular telephone screen;
- C. “Long distance” refers to any call made to a telephone outside the 218 area code.

III. AUTHORIZATION and MONITORING

- A. It is recognized that certain employees whose job duties cause them to be in multiple locations throughout the day must be accessible via cellular telephone, text messaging, emails, or etc. during the work day. Those employees will be assigned a district owned cellular telephone to be used while at work for school district business use only. The cellular telephone shall be left at work at the end of that employee’s shift. Such employees are responsible for continuous evaluation and monitoring of their internal cellular telephone practice to ensure compliance with this policy.
- B. Cellular telephones shall not be authorized based solely upon the level of a position or as a perk. It is recognized that some supervisors and administrators as part of the positions which they hold, are expected to be in immediate contact within and outside normal work hours to address issues involving student safety, building security, matters of public confidence in the school, as well as manage their work flow. Cellular telephone / data access stipends shall be authorized and continued only with evidence that the cellular telephone significantly aids service delivery and/or measurably increases productivity.
- C. Employees whose job duties extend beyond the normal work day / work week shall be paid by a monthly stipend for data connectivity. This stipend shall be used for a connection with voice, text, and data as well as an internet connection.

- D. Such administrators and supervisors are responsible for continuous evaluation and

monitoring of their cellular telephone practice to ensure compliance with this policy.

- E. Requests for cellular telephones, or cellular telephone reimbursement, must be authorized by Superintendent or supervisor, as set out in the attachment to this policy. Administrators and supervisors are responsible for ensuring that cellular telephone use is appropriate.
- F. It is the responsibility of the Superintendent or designee to ensure that all employees who are assigned the use of a cellular telephone or are authorized to receive a stipend for cellular telephone / data access use, receive a copy of this written policy and sign the attached receipt form. Copies of this receipt form shall be retained in the employee's personnel file.

IV. RETURN OF EQUIPMENT

Employees shall return district owned equipment upon transferring from one department to another, or upon leaving employment with the School District, or upon request of administrator or supervisor. The employee shall be liable for the equipment and all airtime charges incurred after leaving employment prior to the equipment's return.

V. APPROPRIATE USE OF CELLULAR TELEPHONES and RADIO EQUIPMENT

It is the policy of the school district that radio operations be conducted in accordance with the Federal Communications Commission (FCC) procedures and requirements. Furthermore, it is the district's policy that all employees using district equipment follow proper etiquette for radio and telephone usage. Employees must be professional, courteous and helpful when representing the district on either radio transmissions or cellular telephone use. Employees also must be aware of the data privacy of both students and other staff when transmitting on the radio or discussions on a cellular telephone. Violations of the school district data privacy policy will be prosecuted in accordance with the policy.

Policy on Cellular Telephones, Pagers, and Radio Units

Receipt Acknowledgment

I have received and read the School District's Policy on Cellular Telephones, Pagers, and Radio Units dated October, 2009. I understand that I am directed to follow this policy. This receipt shall be filed in my personnel file.

Department

User's Name

User's Signature

Date

Authorized By

Date

Title:

**ISD #549- PERHAM PUBLIC SCHOOLS
DATA & VOICE ALLOWANCE REQUEST FORM**

EMPLOYEE NAME: _____

JOB TITLE: _____

CELLULAR TELEPHONE NUMBER (WITH AREA CODE):

ALLOWANCE START DATE: _____

Data and Voice Access Allowance

\$25/Month \$75/Month \$___/Month

Non-recurring Equipment Allowance Requested: \$ _____

Basic (< or = \$100.00) Smart phone (< or = \$300.00)

Business Justification:

EMPLOYEE CERTIFICATION:

I certify that the above allowance will be used toward expenses I incur for data access / cellular telephone usage as described above and that I am responsible for the payment of any cost that exceeds the approved allowance. I also understand that I am responsible for keeping my cellular telephone service operational and the cellular telephone contact information accurate and up to date as long as I receive this allowance.

I understand that Perham School's allowance toward a data and voice plan is taxable income and is not part of my base salary. I also understand that contract provisions of any service plan entered into under this program are my personal responsibility.

Employee Signature

Date

Supervisor Signature

Date

Superintendent Signature

Date

Please forward completed form to the District Office