

USE OF CELL PHONES

The Board of Education recognizes that certain district employees will be required to carry district-owned cell phones in order to meet their job responsibilities. Such phones should be provided only when a less costly alternative is not available or is not appropriate in the circumstances.

Authorization for use and/or assignment of the cellular phone is required from the Superintendent or his/her designee. Only certain employees may qualify for cellular phone use including, but not limited to: those who travel extensively; employees who are on call; employees who perform repair services and need continuous remote communication; and other situations deemed necessary by the Superintendent or his/her designee.

A list of job titles requiring district-owned cell phones shall be maintained in the Business Office and reported to the Board for its approval each year at its organizational meeting in July. All cellular telephone contracts shall be secured through the appropriate purchasing process (e.g., competitive bid, RFP process) and shall be subject to review and approval by the Board.

Cell phones are to be used for school district business purposes only. Costs associated with incidental personal or private use be repaid to the district, at the Superintendent's discretion. Failure to follow these guidelines may result in revocation of the phone and discipline of the employee. In addition, since employees are issued district-owned cell phones in connection with their work responsibilities, employees shall not have an expectation of privacy with respect to information contained on the device (e.g., text messages, records of phone calls).

As with any district-owned equipment, employees must take proper care of cell phones and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office. Since employees are responsible for the safe return of district-owned cell phones, employees who use district-owned cell phones may be liable for damages or loss which occur during the period of its use.

At least once per year, the Business Office shall evaluate and report to the Board on the cost and effectiveness of the district's cellular telephone plan.

Ref: Fourth Amendment, U.S. Constitution
Fourteenth Amendment, U.S. Constitution
City of Ontario, California v. Quon, 560 U.S. 746 (2010)

Adoption date: May 17, 2018

USE OF SCHOOL DISTRICT CELLULAR PHONE REGULATION

The following rules shall apply to the use of the district-owned cellular phone:

1. The cellular phone may not be used by anyone other than the school district employee.
2. The cellular phone may only be used for school district business. However, if the employee makes use of the cellular phone for other than school district purposes, the cost for the calls, and any other associated expenses, will be reimbursed by the user back to the Business Office at the cost incurred. All non-school district related calls charged to a specific line will be the sole responsibility of the employee assigned to the district-owned phone.
3. Upon receipt of the cell phone bill, the employee using the district-owned phone shall follow the process below:
 - a. Highlight any personal, non-school district calls on the cellular phone bills, even if the charge is \$0.
 - b. Total the number of personal call minutes (all personal calls whether or not there is a charge listed). Call minutes may be rounded to the nearest minute for the ease of calculation.
 - c. Multiply the total number of personal call minutes by the per minute charge, which shall yield a total cost for personal calls. The total cost for personal calls shall be paid by the employee and made payable to the Wynantskill Union Free School District.
 - d. If there are no personal calls on the cellular phone bill, write "No Personal Use Charges" on the bill.
 - e. Sign and date the cellular phone billing and return all cellular phone bills with payment for the total amount calculated, if appropriate, to the Superintendent or his/her designee within two (2) weeks of receipt of the cellular phone bill.

Adoption date: May 17, 2018