

Personnel – Certified/Non-Certified

Cellular Telephones/District-Issued or Privately Owned Communication Devices

Communication devices issued by the District may include cellular telephones, walkie-talkies, personal digital assistants (PDAs) or laptop computer or tablet with “beaming capabilities,” citizen band radios and pagers/beepers.

District-owned communication devices may be purchased and authorized for staff use in accordance with the following guidelines:

District Issued Cellular Telephone/Communication Device Authorization

Cellular telephones/communication devices may be assigned or made available on a temporary basis by the Director of Finance, Technology and Operations when it is determined that:

1. The assignment of a cellular telephone/communication device to the employee is a prudent use of District resources;
2. The employee's job responsibilities requires the ability to communicate frequently and access to a District or public telephone is not readily available.
3. The employee's job involves situations where immediate communication is necessary to ensure the security of District property or safety of students, staff or others while on District property or engaged in District-sponsored activities.

District Issued Cellular Telephone/Communication Device Use

1. Cellular telephones and any other District issued communication devices are provided specifically to carry out official District business when other means of communications are not readily available. These devices may not be used for routine personal communications except in emergencies involving employee health or safety.
2. Cellular telephones are not to be used when a less costly alternative is readily available, unless as otherwise necessary for safety or emergency circumstances.
3. Personal use of cellular telephones is limited to making or receiving calls for family emergency purposes, including contacting a family member or child care provider to advise that the employee is going to be late arriving home or picking up children for a reason directly related to his/her official District duties, i.e., a meeting which runs later than expected or a last minute schedule change. Whenever possible, such calls should be made or received on District or other public telephones or by the individual's privately owned communication device.

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Cellular Telephones/District-Issued or Privately Owned Communication Devices

District Issued Cellular Telephone/Communication Device Use (continued)

4. Cellular telephones are not to be used for conversations involving District information of a confidential nature.
5. Cellular telephones or other District issued communication devices are not to be loaned to others.
6. Employees issued a cellular telephone or other District issued communication devices are responsible for its safekeeping at all times. Defective, lost or stolen cellular telephones are to be reported immediately to the Director of Finance, Technology and Operations who will in turn notify the service provider. Reckless or irresponsible use of District equipment, resulting in loss or damage may result in the employee having to reimburse the District for any associated costs of replacement or repair.
7. District issued equipment shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.
8. Cellular telephones and any other District issued communication equipment issued for employees are to be returned to the Director of Finance, Technology and Operations at the conclusion of the school year, activity or as otherwise specified or immediately upon request.

Privately Owned Cellular Telephones/Communications Devices

1. Employees may possess and carry cellular telephones, pagers/beepers and PDAs or laptop computers or tablets with “beaming capabilities” during the school day and on school property.
2. District employees may be reimbursed for use of privately owned cellular telephones to conduct District business in accordance with Board policy and this regulation, with prior approval of the Director of Finance, Technology and Operations.

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Cellular Telephones/District-Issued or Privately Owned Communication Devices

Privately Owned Cellular Telephones/Electronic Communications Devices
(continued)

3. Personal use of privately owned cellular telephones and pagers/beepers authorized to use such equipment for District business is restricted to lunch, breaks or other such times when the employee is not on duty.
4. Use of cellular telephones or audible pagers/beepers is not permitted during instructional time or at school-sponsored programs, meetings, in services, parent-teacher conferences or any other time when there would be a reasonable expectation of privacy.
5. Any employee violating these rules will be subject to disciplinary action.

Regulation Approved: 5/15/13

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut

