

## **Personnel – Certified/Non-Certified**

### **Cellular Telephones/District Issued Communication Devices**

The Board recognizes that the use of cellular telephones and other communication devices may be appropriate to provide for the effective and efficient operation of the District and to help ensure safety and security of District property, staff and others while on District property or engaged in District-sponsored activities. To this end, the Board authorizes the purchase and employee use of cellular telephones, as deemed appropriate by the Superintendent. Communication devices issued by the District may include cellular telephones, walkie-talkies, personal digital assistants (PDAs) or laptop computer with near-field communication, short-link radio technology, citizen band radios and pagers/beepers.

District-owned cellular telephones/communication devices shall be used for authorized District business purposes, consistent with the District's mission and goals. Limited incidental personal use of such equipment is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. Any additional expenses incurred for such personal use shall be reimbursed to the District.

Board employees shall not use personal cellular telephones (including camcorders and camera cell phones), beepers, or pagers to conduct non-school related business while they are engaged in the provision of instruction to or supervision of students or a school sponsored activity.

Students and staff are encouraged to use any available cellular telephone/communication device in the event of an emergency that threatens the safety of students, staff or other individuals.

Use of cellular telephones/communication devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline up to and including dismissal and referral to law enforcement officials, as appropriate.

The Superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cellular telephone needs, monitoring use and reimbursement. Provisions may also be included for staff use of privately owned cellular telephones/communication devices for authorized District business.